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ABSTRACT

The State University College at Oneonta is part of the New York State higher education system. The 1974 faculty handbook attempts to present information on those policies, procedures, and offices with which the faculty have to work from day to day. A brief history of the college and its objectives is given along with details of the college organization and bylaws, governance, and administrative organization. The professional responsibilities and personnel policies are outlined including definitions of the responsibilities of faculty and administrators; the code of ethics; policies on faculty organizations, leaves, research, judicial procedures, student advisement, and instruction. Academic programs, policies and procedures are listed along with college offices, facilities, and agencies. (JMF)

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FACULTY HANDBOOK

State University College
Oneonta, New York

1975 - 1976

HE 007 359

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FACULTY HANDBOOK 1974-75

State University College

Oneonta, New York

In case of Extreme Emergency:

If the Fire Department, Police Department or Ambulance is needed, any college telephone will reach the Fire Department directly by dialing 3555 night or day, and giving exact information to the person who answers the call. **PLEASE USE THIS ONLY IN AN EMERGENCY.**

PREFACE

This Faculty Handbook has been prepared in the Office of the Vice President for Academic Affairs. It attempts to present information on those policies, procedures, and offices with which the faculty have to work from day to day. Because of the rapidity in change during the past few years, it is almost impossible to keep everything current. If anyone notes errors of omission or commission, I would appreciate a note so that corrections can be made in the next edition.

Carey W. Brush

State University College at Oneonta

COLLEGE CALENDAR 1974-1975

Fall Semester 1974

August 31	Saturday	New Student Arrival & Orientation
September 2	Monday	New Student Advisement & Registration
September 3,4	Tuesday, Wednesday	Registration
September 5	Thursday	Instruction Begins
September 16,17	Monday, Tuesday	No Classes
September 26	Thursday	No Classes
October 25	Friday	1st Half Semester (Quarter) Ends
October 28	Monday	2nd Half Semester (Quarter) Begins
November 27	Wednesday	College Closes at the end of Classes-- Thanksgiving Recess
December 2	Monday	Classes Resume
December 18-22	Wednesday-Sunday, Incl.	Examinations: Some exams will be scheduled Friday and Saturday evening in an effort to eliminate the use of Sunday afternoon for exams.
December 23	Monday	First Semester Ends

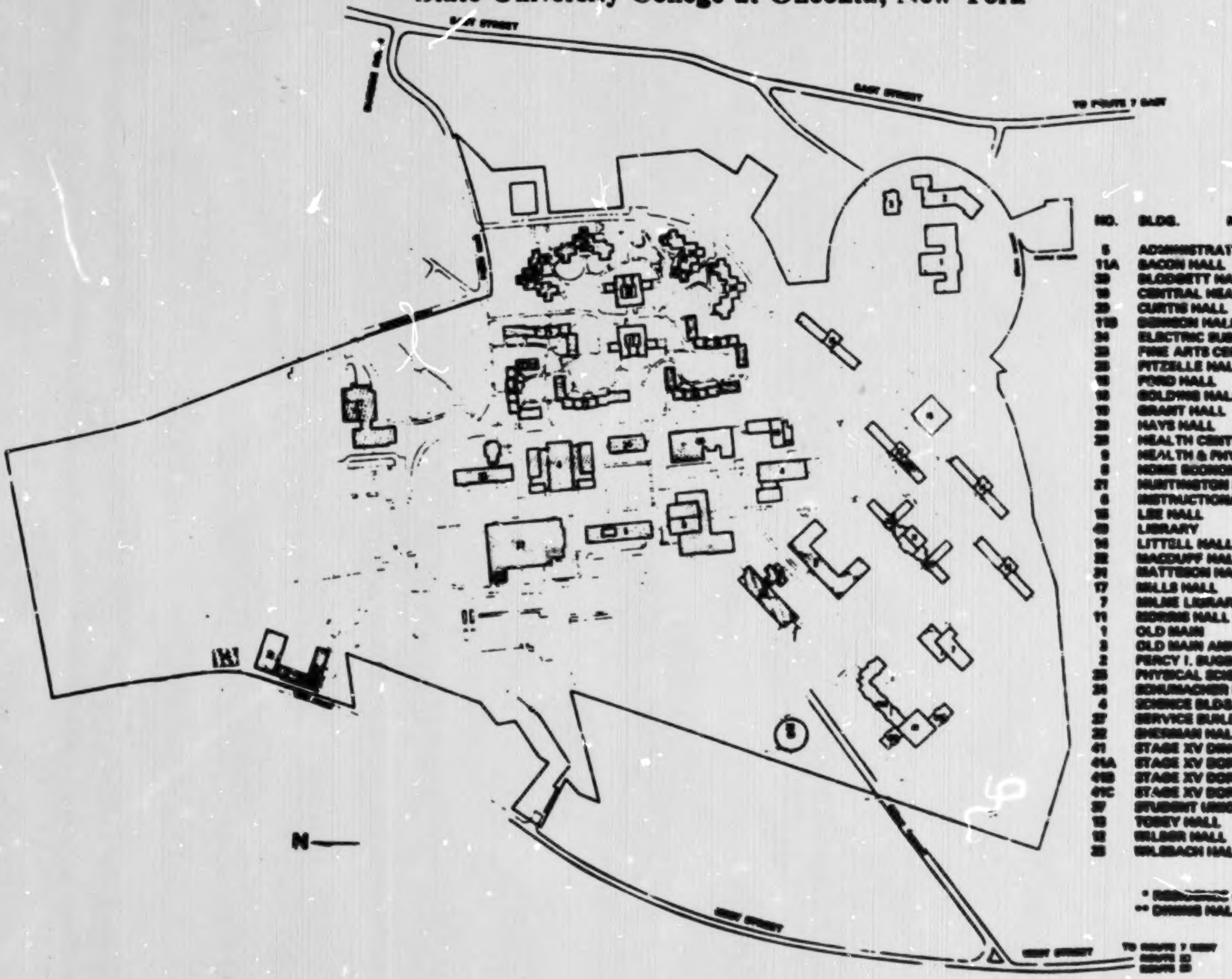
Spring Semester 1975

January 21	Tuesday	New Student Arrival & Orientation
January 22	Wednesday	New Student Advisement
January 23-24	Thursday-Friday	Registration Period
January 27	Monday	Instruction Begins
March 21	Friday	College Closes at the end of Classes-- Spring Recess 1st Half Semester (Quarter) Ends
April 1	Tuesday	2nd Half Semester (Quarter) Begins-- Classes Resume
May 24-29	Saturday-Thursday, Incl.	Examinations
May 30	Friday	Second Semester Ends
May 31	Saturday	Commencement

It is expected that most administrative offices and service departments will be closed on these days because of collective bargaining provisions and Civil Service requirements concerning over time pay or compensatory time off.

Fall Semester		Spring Semester	
	Monday, October 14		Wednesday, February 12
	Monday, October 28		Monday, February 17
	Tuesday, November 5		

State University College at Oneonta, New York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N

NO.	BLDG. NAME	
5	ADMINISTRATION BLDG.	
11A	BACON HALL	*
39	BLODGETT HALL	*
18	CENTRAL HEATING PLANT	
20	CURTIS HALL	*
11B	DENISON HALL	*
34	ELECTRIC SUBSTATION	
30	FINE ARTS CENTER	
25	FITZELLE HALL	
15	FORD HALL	*
12	GOLDING HALL	*
13	GRANT HALL	*
23	HAYS HALL	*
29	HEALTH CENTER	
9	HEALTH & PHYS. ED. BLDG.	
8	HOME ECONOMICS BLDG.	
21	HUNTINGTON HALL	*
6	INSTRUCTIONAL RESOURCES	
15	LEE HALL	**
40	LIBRARY	
16	LITTELL HALL	*
32	MACDUFF HALL	*
31	MATTESON HALL	*
17	MILLS HALL	**
7	MILNE LIBRARY	
11	MORRIS HALL	
1	OLD MAIN	
3	OLD MAIN ANNEX	
2	PERCY I. BUGBEE SCHOOL	
35	PHYSICAL SCIENCE BLDG.	
24	SCHUMACHER HALL	
4	SCIENCE BLDG. NO. 1	
27	SERVICE BUILDING	
22	SHERMAN HALL	*
41	STAGE XV DINING HALL	**
41A	STAGE XV DORM	*
41B	STAGE XV DORM	*
41C	STAGE XV DORM	*
37	STUDENT UNION	
13	TOBEY HALL	*
12	WILBER HALL	*
23	WILSBACH HALL	**

* RESIDENCE HALL
** DINING HALL

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HISTORY AND ORGANIZATION OF THE COLLEGE

PART I

HISTORY OF THE COLLEGE

Oneonta Normal School was formally dedicated on September 4, 1889. On the following day the school opened with approximately 100 students in the Normal Department, and an equal number in the Training School. Dr. James M. Milne was Principal.

On the afternoon of Thursday, February 15, 1894, the school building burned to the ground, and on the following Monday classes met at the State Armory and the Stanton Opera House. Only one day of classes was missed. Plans for a new building were made immediately, and on December 15, 1894, the dedication of the new plant took place.

Dr. Percy I. Bugbee, teacher of mathematics on the first faculty, was elected Principal in 1898. In 1933, the year of his retirement, a new Training School was ready for occupancy and was named the Percy I. Bugbee School for Children.

The early Oneonta curriculum provided for two years' training after the achievement of the college entrance high school diploma. In 1923, the three-year curriculum was established, and in 1938 the four-year program. The first Bachelor of Education degrees were awarded in June 1942, at which time the name of the school was changed to State Teachers College. Incidentally, Oneonta was the first of the normal schools to hold a six-week summer session for teachers in service.

The graduate program of the college was started in 1948, and in the summer session of that year the Intensive Teacher Training Program was begun. Prior to September 1948 the school devoted itself entirely to general elementary education, but at that time the Department of Home Economics Education was established. The following year a specialization in Early Childhood Education was inaugurated, while in September 1955 a program for the preparation of teachers for early secondary schools was started.

At present the college is part of the State University of New York which was established by the State Legislature in 1948. In 1959 the college name was changed to State University College of Education; and since 1961 the college is properly known as State University College at Oneonta to reflect the broader scope. The degrees now conferred are Bachelor of Science, Bachelor of Science in Education, Master of Science in Education, Bachelor of Arts, and Master of Arts.

For many years the college has enjoyed the highest professional rating of the American Association of Colleges for Teacher Education, and it is accredited by the Middle States Association of Colleges and

Secondary Schools, the National Council for the Accreditation of Teacher Education, the American Association of University Women the American Chemical Society, and the New York State Education Department. The college Health Center is accredited by the American College Health Association.

In 1936, through the efforts of the Board of Visitors, the City of Oneonta presented to the State twenty-four acres of land west of the original building. Eight years later, after the state indicated a need for five new buildings, the Oneonta Chamber of Commerce secured funds from the citizens of Oneonta and faculty members of the college, and purchased forty-five additional acres of land north of that acquired in 1936.

At the present time the new campus consists of a college union, 5 dining halls, 17 residences which house about 3350 men and women, home economics building, library, health and physical education building with playing fields, health center, 2 science buildings, administration and faculty office building, 2 classroom buildings, fine arts building, heating plant, service building, and an Art Conservation Center and Biological Field Station on Otsego Lake, Cooperstown. A new library is scheduled to open in the summer of 1974. The present Milne Library Building will then be converted to a student personnel services center.

The home management houses at 79 Chestnut Street and 26 Church Street are an essential part of the home economics program. Here students live for five weeks at a time and manage all phases of the house.

The Percy I. Bugbee School (more commonly called the "Campus School") was established in 1933. It exists to provide prospective teachers with opportunities for observation, participation, and full-time student teaching in a program of education for children. The school is an integral part of the college and comprises grades junior kindergarten through ninth grade. The pupil population of the school represents an approximate cross section of the general Oneonta School clientele. There is no tuition charge. Children are admitted by application and if there are more applicants than openings, a formal drawing is held. The calendar of the school closely follows that of the college.

An off-campus addition to the college is a 190 acre campsite located three miles from the college, where students and faculty are developing a place for summer and winter sports, outdoor social affairs, and a laboratory for conservation and science classes. During the summer of 1963 a lodge and caretaker's house were built. The Camp Committee has established the rules and regulations for the use of the camp.

OBJECTIVES OF THE COLLEGE
(Approved by Faculty May 1972)

To fulfill the motto of SUNY, "Let each become all he is capable of being," and to provide for the needs and potentials of our students, the college must offer a great variety of curricular programs. As its major objective, therefore, the college attempts to increase to the highest degree the development of its students as individuals, encouraging such development by fostering intellectual, creative, and esthetic involvement in the various academic fields. As secondary, but nonetheless important, objectives, the college attempts to promote the intellectual and cultural growth of the faculty as individuals and, more indirectly, of society as a whole.

It is clear that, intellectually, physically, economically, and socially, the college community is part of a larger order. Thus the college has encouraged development in areas that stimulate action between society and the college and that increase the responsibility of the student and faculty to the community and of the community to the college. College activities open to the general public are encouraged.

ORGANIZATION AND BYLAWS OF THE STATE UNIVERSITY COLLEGE AT ONEONTA FACULTY
(Rev. as of 2/28/74)

Article I: NAME

The name of this organization shall be the State University College at Oneonta Faculty, hereafter referred to as The Faculty.

Article II: PURPOSE AND RESPONSIBILITY

The purpose and responsibility of this organization shall be to carry out the mandate of Article X, Sections 4 and 5 of the Policies of the Board of Trustees of State University of New York through participation in the development and operation of the educational program of the college, and to assume such other responsibilities as the Board of Trustees may direct.

Article III: MEMBERSHIP

Section 1. Membership in the Faculty shall include the President of the State University, the appropriate University Vice Chancellor, the President of the College, all other administrative officers of the college, the academic staff of the college, and those other members of the college staff charged with responsibility for admissions and counselling of students or with responsibility for the service and research programs of the college, and librarians.

Section 2. Eligible to vote shall be those identified in Section 1. Each eligible voter shall be entitled to one vote.

Section 3. Questions of eligibility for membership shall be decided by the presiding officer, in accordance with the published policies of the Board of Trustees and the rules governing the listing of faculty in the Directory of College Faculties of the State University.

Article IV: OFFICERS

Section 1. Chairman, Presiding Officer, and Alternate Presiding Officer.

(a) In accord with the Policies of the Board of Trustees 1968, Article X, Item 2, the chief administrative officer of the college shall be the chairman of The Faculty.

(b) The Presiding Officer and Alternate Presiding Officer of The Faculty shall be selected from and elected by The Voting Faculty for a term of one year with tenure from February 1 through January 31. Both shall be eligible to succeed themselves.

(c) Election of both the Presiding and Alternate Presiding Officers shall be conducted by The Faculty Business Committee.

(d) The Presiding Officer of The Faculty shall preside at all meetings of The Faculty and at Faculty Hearings. In his absence, the Alternate Presiding Officer shall assume all duties and responsibilities of the Presiding Officer. In the absence of both of these officers, a presiding officer pro tem for meetings and hearings of The Faculty may be designated by the Presiding Officer.

Section 2. Secretary. The Faculty shall elect one of its members to serve as secretary for a term of one year, with tenure from February 1 through January 31. The secretary shall receive suggestions for and prepare the agenda which shall be sent to the faculty two days in advance of the meeting, record, distribute to faculty, and be custodian of the minutes of the faculty meetings, and exercise such other powers and duties as are delegated by the presiding officer.

Article V: MEETINGS

The President of the College or the Presiding Officer of The Faculty shall call meetings of The Faculty, with an announced agenda:

A. Regular meetings

1. At the beginning of the academic year in September for announcements to the faculty and announcement of membership on committees of The Faculty;

2. At a designated time on the second and fourth Mondays of each month when matters of importance to The Faculty warrant.

B. Special meetings
1. At the request of the chairman of any standing committee to hear and/or act on recommendations of the committee;
2. At the request of twenty-five members of The Faculty who have petitioned for such a meeting.

C. Agenda
1. Any faculty member or group of faculty may place items on the agenda for a faculty meeting by submitting the items in writing to the secretary of the faculty.

D. Quorum
1. The quorum for regular meetings shall be 30% of the total voting membership. For special meetings a majority of the total voting membership shall constitute a quorum.
2. Measures other than amendments to the bylaws may be adopted by a majority vote of the quorum.

E. Order of Business

The regular order of business for meetings of The Faculty, unless altered by majority vote of the members present, shall be: call to order, approval of minutes, president's report, faculty senator's report, committee reports, unfinished business, new business, program for the day, adjournment. Robert's Rules of Order Revised shall be the authority when questions arise concerning parliamentary procedure.

F. Voting

Voting shall be by secret ballot if any faculty member requests it. Otherwise, voting shall be by voice vote.

Article VI: PLAN FOR FACULTY COMMITTEE ORGANIZATION

A. There shall be twelve standing committees as follows:
1. The Faculty Administrative Council
2. The Curriculum Committee
3. The Library Committee
4. The Faculty Professional and Social Activities Committee
5. The Committee on Student Affairs
6. The Publications Committee
7. The Committee on Public Events
8. The Faculty Business Committee
9. The Faculty Grievance Committee
10. The Committee on Instruction
11. The Committee on Research
12. The Graduate Committee (approved by Faculty action 12/8/69)

B. The functions of standing committees shall be as follows:
   1. Standing committees, when operating within the framework of accepted policy, shall have responsibility to:
      a. Study problems;
      b. Consult with persons or groups affected, including students and/or student groups;
      c. Recommend plans for appropriate action;
      d. Suggest to the President of the College the names of persons to be designated by him to carry out the plans.
   2. When policy is to be developed or revised, standing committees shall use as many of the following procedures as necessary to reach faculty understanding and approval:
      a. Make a tentative statement of policy;
      b. Refer the statement to the Faculty Administrative Council with recommendations;
      c. Revise the statement and present it to the faculty by means of an open meeting;
      d. Revise the statement and present it to the whole faculty for action.
   3. Committees shall keep the faculty informed by using such procedures as:
      a. Holding open meetings;
      b. Reporting frequently to the faculty through appropriate media.

C. Any individual or group may refer problems to a standing committee or to the whole faculty.

D. The Faculty Administrative Council shall:
   1. Review and coordinate the work of all standing committees;
   2. Determine problems for study;
   3. Assign problems to the appropriate standing committees;
   4. Consider the college's relationship with other professional groups;
   5. Study the policies of the State University and make recommendations for the improvement and implementation of such policies;
   6. Study and make recommendations concerning means of increasing the effectiveness of the college;
   7. Establish the local college calendar;
   8. Assist with the planning of faculty meetings;
   9. Consist of the President of the College, the Dean of the College, the Presiding Officer of the Faculty, the Faculty Senator, the President of the Student Association and the Chairmen of the remaining standing committees. The President of the College shall serve as chairman.

E. The Curriculum Committee shall:
   1. Carry on a continuous study of the curriculum and of curricular and degree requirements;
   2. Inform the faculty on curriculum matters;
   3. Review proposals for additions, deletions and major modifications -- including proposals for new programs;
   4. Study ways of evaluating all phases of the curriculum;

5. Consist of fourteen* faculty members, including a member elected from and by the Departments of Art, Education, English, Health Education, Home Economics, Mathematics, Music, Physical Education, Science, Social Sciences, an elected member from the Campus School, the College Librarian, the Director of Admissions, and the Dean of the College. In cases where the Department Chairmen as a group do not agree with a curricular change proposed by the Curriculum Committee, they shall sit with the Curriculum Committee and discuss the issue jointly before the Curriculum Committee again votes on the proposal.
*(Although not provided for in the original version of the Bylaws, members of the following departments have been functioning as members of the Curriculum Committee:
Philosophy, Foreign Language, Speech and Theater, Psychology, Educational Psychology, Physics, Chemistry, Biology, Science Education, Earth Science, International and Foreign Area Studies, Geography, Social Science Education, Economics, Sociology, History, Political Science, Black Studies, and Anthropology. These are new departments created by reorganization. Due to the combination of Health and Physical Education only one member from that combined department has been functioning on the Curriculum Committee.)

F. The Library Committee shall:

1. Assist the Director of Libraries
   a. In guiding the development and growth of the college library;
   b. In formulating policy for use of the library;
   c. In allocating library funds to be spent in academic areas;

2. Serve as liaison to the faculty, students, and community;
3. Consist of the Director of Libraries and one member from Art, Anthropology, Biology, Black-Hispanic Studies, Campus School, Chemistry, Earth Science, Economics, Education, Educational Psychology, English, Foreign Language, Geography, History, Home Economics, International and Foreign Area Studies, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Science Education, Social Science Education, Sociology, Speech and Theater. Each unit shall choose its own representative.

G. The Faculty Professional and Social Activities Committee shall:

1. Plan and carry out a balanced program of social and professional activities for the faculty;
2. Plan and carry out a program for integrating new faculty members into the life of the college community;
3. Study the needs and desires of the faculty as a basis for planning such activities as special interest groups;
4. Study and coordinate faculty relationships with professional organizations.

H. The Committee on Student Affairs shall:
1. Assist the Dean of Students in the development of the student personnel program;
2. Carry on studies of needs and make proposals concerning student welfare in the areas of orientation, faculty advisement, counseling, housing, supervision, discipline, extracurricular activities, financial aid and withdrawal from the college;
3. Study relationships between personnel services, the faculty, the Student Senate, College Union, all extracurricular organizations, and make recommendations for improvement;
4. Hold joint meetings with appropriate student organizations;
5. Include one member chosen from and by the staff of the Dean of Students.

I. The Publications Committee shall:
1. Study the total college and student needs for publications;
2. Propose policy concerning needed publications, frequency of issuance, purposes and evaluation procedures;
3. Coordinate all student and college publications;
4. Act as a source of editorial advice for faculty and students when such is sought for personal publications;
5. Study the possible creation of a publications office or service for the entire college;
6. Inform the faculty concerning the State University Press. Make policy suggestions, through appropriate channels, concerning the State University Press;
7. Include the President of the College or his representative and the Director of Community Relations.

J. The Committee on Public Events shall:
1. Propose a well rounded program of public events in keeping with desirable cultural and educational standards;
2. Develop standards for the guidance of groups presenting public events;
3. Publicize, to the college and community, appropriate information concerning college public events;
4. Review and evaluate yearly the public events of the college;
5. Include the President of the College or his representative and the Director of Community Relations.

K. The Faculty Business Committee shall:
1. Determine committee membership preferences of all faculty members as a basis for preparing election ballots;
2. Conduct elections for faculty committee memberships and for representatives and officers. Voting shall be by secret ballot;
3. Keep records of faculty service in elected positions and notify departments or division chairmen when elections are needed;
4. Collect assessments as requested by the faculty.

L. The Faculty Grievance Committee exists to prevent prejudicial or arbitrary treatment towards members of the faculty in the exercise of their profession. The Committee shall operate in accordance with the following organization.*

1. Name of the committee:

   This Committee shall be known as "The Faculty Grievance Committee."

2. Definition of the Faculty:

   "The faculty of each college shall be comprised of the Chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the academic staff of the college, and such non-voting administrative officers and professional staff as may be designated by the faculty bylaws of the college." (Policies of the Board of Trustees, 1973, State University of New York, p. 8.)

3. Committee membership:

   Members shall be elected from those faculty members who have served at least one year on the staff. The Faculty Grievance Committee shall consist of:

   (a) Five members elected at large by the faculty for 3-year terms staggered so as to require no more than two members to be elected in any one year.
   (b) An additional member elected at large by the faculty to serve as an alternate in place of a regular member who may be unable to serve, or may become a complainant, or who may be a complainee. When a full member resigns, the alternate will complete that member's term.
   (c) The Committee shall select its chairman at the first meeting of each spring semester.

4. Responsibilities of the Committee:

   (a) The Committee shall operate within the limits of the Policies of the Board of Trustees of the State University of New York.
   (b) Problems within the scope of consideration of the Committee include grievances such as those relating to:
      (1) Conditions of appointment;
      (2) Teaching and non-teaching assignments;
      (3) Working conditions;
      (4) Interpersonal relationships directly involving the college;
      (5) Restraints on academic freedom;
      (6) Termination of continuing appointment.

5. Steps in Grievance Procedure:

   (a) The complainant should first follow regular administrative channels, e.g., department chairman, dean of the college, etc.

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*Article VII, Title L is being reconsidered by the Faculty Senate and is being held in abeyance.

When such procedures fail, the complainant may approach the Chairman of the Faculty Grievance Committee.

(b) The following steps will be observed as closely as possible by the complainant and the Faculty Grievance Committee.

(1) Presentation

The complainant shall present his grievance and his solution in a concise written statement to the Chairman of the Faculty Grievance Committe. Whenever possible, the Chairman will attempt at this stage to aid in the resolution of the problem. Should there be no resolution within ten days, the Chairman will convene the Committee for a hearing. The complainant or any person or persons named by him as the cause for the complaint may seek to disqualify a member or members of the Grievance Committee from participating in the hearing only on the grounds of demonstrable prejudice or conflict of interest. The burden of proof of such grounds lies with the person seeking disqualification and the decision to disqualify shall be by a majority vote of the committee hearing the complaint excluding the individual whose status has been questioned.

(2) Hearing

The hearing shall be held before a minimum of three members of the Committee and shall be closed to all but the Committee and those parties directly involved in the complaint including witnesses. The Committee shall be authorized and obligated to call for evidence from all parties directly involved in the grievance and to acquire such other evidence as documents, memorandum, etc. The hearing should include an evaluation of the evidence and investigation of conflicting supportive material. The privilege of questioning shall be limited to Committee members, the complainee or complainant or their representatives.

The aggrieved shall have a final opportunity to meet with the Committee. A copy of the entire record of the hearing shall be turned over to the complainant and the complainee(s) after the Committee has made its recommendation to the President. The entire record including the recommendations shall be retained by the Committee and made available to the University Senate Grievance Committee or any authorized appeal body upon request by the aggrieved. The entire procedure from presentation to recommendation should take no longer than thirty days.

The complainant, or any person named in the complaint, may have a representative if he so chooses. His representative may act as his counsel and receive all the rights and privileges accorded the parties to the grievance. At the time the complainant presents his petition of grievance, he will be given a standard form containing a statement in which the complainant authorizes the Faculty Grievance Committee to communicate copies of all notices and correspondence directed by Committee to the complainant to the representative or counsel of his choice. Authorization for such communications shall be established when the complainant signs the form described above. In the absence of such signature, the Committee will not make available copies of its communications with the complainant to the complainant's counsel or representative. The complainant shall retain the option to terminate any arrangement with his representative upon written request directed to the Committee.

(3) Recommendations

The Faculty Grievance Committee shall normally complete its consideration of the matter within thirty days* of written receipt of the grievance by its Chairman and shall notify, in writing, the College President, the person(s) named in the complaint, the complainant and his representative, if any, of its findings and recommendation.

(4) Presidential Action

The College President shall within six academic days of the receipt of the report and recommendation of the Faculty Grievance Committee notify in writing those persons mentioned in (3) above of his determination with respect to the recommendation. If he is presented with significant new evidence by any of the parties to the grievance subsequent to the recommendation of the Grievance Committee but prior to publication of his decision, he may submit this material to the Grievance Committee and request their evaluation as to whether there should be a reconsideration.

(5) Ad hoc Committee

If a grievance is submitted at a time when three members of the Committee cannot be convened within three weeks, the College President shall request the current college faculty to elect by secret ballot within ten academic days as many additional members as are needed to the hearing. In the absence of the regular Chairman, this Ad hoc Committee will elect as temporary Chairman a member of the permanent Committee, if such a member is available.

(6) Appeal Beyond the Local Level

Any party to the grievance may, within thirty days of receipt of the College President's determination, apply to the Chairman of the University Senate Grievance Committee for review of such determination. A copy of each request for consideration at the State University Faculty Senate level shall be sent to the Chancellor, the College President, and the College Grievance Committee.

*In a rare instance, extenuating circumstances may prevent meeting this deadline.

M. The Committee on Instruction shall:
1. Propose policy regarding standards for admission and retention of students;
2. Formulate policy for the evaluation of student academic performance;
3. Inform the faculty of newer methods and technologies of teaching and recommend policy regarding their application to the academic program;
4. Recommend policy concerning the improvement of the academic program (e.g. the Honors program);
5. Recommend policy regarding class attendance, extended absences, and related matters.

N. The Committee on Research shall:
1. Study and recommend means for enhancing research among students and faculty;
2. Keep the faculty informed concerning sources of funds and opportunities for conducting research.

O. The Graduate Committee shall:
1. Meet monthly (and more often as necessary) throughout the regular academic year to study graduate activities, including, especially, policies, curricular programs, and degree requirements. The first meeting of this committee shall be called by the Dean of Graduate Studies.
2. Inform the faculty on graduate matters.
3. Review proposals for new graduate programs or changes in established programs and proposals for new policies or changes in established policies.
4. Study ways of evaluating the effectiveness of graduate policies and programs.
5. Consist of the Vice President for Academic Affairs, the Dean of Graduate Studies, two voting graduate students, one faculty member to be elected by and from each department offering a master's program (including one representative of the Cooperstown programs), and three faculty members to be elected by the faculty at large. Except for the three committee members to be elected by the faculty at large, only those who regularly teach 300-level courses shall be eligible for election to this committee. (As provided in Section P of Article VI, the term of faculty membership shall be three years, except that at the start the terms shall be one, two, or three years, such terms to be assigned to specific members by lot.) Any department or staff unit not represented in the voting membership may designate one

non-voting observer to attend meetings and report to his department or unit on the committee's activities.

At least one of the two student members shall be a full-time on-campus graduate student. Both student members shall be in good academic standing. The Dean of Graduate Studies shall call convocations of the graduate students in July and in September, at which times the graduate students shall determine the method of selecting their representatives; one student shall be selected at each convocation. If by November 1 the students have not selected two representatives, the Chairman of the Graduate Committee may appoint two students on the recommendation of members of the Graduate Committee. The term of student membership shall be one year, starting October 1 and ending September 30.

P. The following further specifications shall apply:

1. The standing committees, other than the Faculty Administrative Council, the Curriculum Committee, the Library Committee and the Graduate Committee shall consist of five faculty members each.
2. Except as otherwise prescribed above, committee members shall be elected. Term of membership shall be for three years except for initial election following adoption of this organization.
3. Each committee, except as otherwise stated, shall choose its chairman. All such chairmanships shall be for one year.
4. A term of one year shall begin February 1 and expire January 31 of the following calendar year.
5. Vacancies resulting from resignation or withdrawal from a committee shall be filled by appointments made by the Faculty Administrative Council, to complete unexpired terms of less than one year.
6. Voting student members shall be appointed to certain committees by the Faculty Administrative Council from a list presented by the Student Senate by June 1 of each year. Two students shall serve on: the Publications Committe, the Committee on Public Events, the Faculty Administrative Council, the Committee on Instruction, and the Committee on Research. Five students shall serve on the Committee on Student Affairs and the Curriculum Committee, and four on the Library Committee.

   Student appointees shall be upperclassmen who are full-time degree candidates not on academic or disciplinary probation. They shall serve two-year terms; for this reason students with two years remaining in their degree programs shall be appointed except when designees are being replaced.
7. Minutes of all standing committees shall be kept and distributed to the faculty.

Article VII: RELATIONSHIP WITH ADMINISTRATIVE COMMITTEES

A. The Policies of the Board of Trustees of the State University of New York, Article IX, makes several references to provision for administrative officers, committees and functions. Recognition is made, therefore of the existence and activities of certain administrative advisory committees which operate outside The Faculty committee structure. Among these are the Council of Department Chairmen and the Council of Deans and Directors. The responsibilities of these groups are strictly advisory; membership is by virtue of position.

B. The Policies of the Board of Trustees of the State University of New York, 1971, makes several references to "consultation with the faculty." Specifically consultation shall mean:

1. In addition to statements included in Article IX, Title B, Section 2 of the Trustees' Policies. Each department or division shall elect one senior member* to act as a member of an advisory body to the President on the appointment of college administrative officers.**

2. In addition to statements included in Article IX, Title C, Section 2 of the Trustees' Policies. Appointment or the renewal of appointment, of a department or division chairman shall be made by the President after conferring with the department's or division's senior members.*

3. In addition to statements included in Article XI, Title A, Section 1 of the Trustees' Policies. The President, the Vice-President for Academic Affairs, the department or division chairman, in assessing faculty needs and in recommending appointments, shall consult with senior members* in the department or division concerned.

4. In addition to statements included in Article XII, Title A, Section 1 of the Trustees' Policies. The President, the Vice-President for Academic Affairs, and the department or division chairman shall consult with senior members* in the department or division concerned in regard to promotions and continuing appointments.

*--Senior members shall include full and associate professors on continuing appointment.

C. In the preparation of department or division budget requests, the chairman shall consult with the senior members* of his department or division and with such others as he may wish.

**Article VII Title B Section 1 is being reconsidered by the Faculty Senate and is held in abeyance.

(Article XXXIX A of the Spa contract provides for greater participation by department members as follows: Explanatory note - not part of By-Laws).

> Each academic department of the institution shall deliberate and formulate its own policies and decisions in accordance with basic democratic procedures of open discussion operating both formally and informally on propositions such as course offerings, curriculum matters, allocation of approved budgets, personnel issues, and periodic appraisal of goals and objectives.

The President and SPA have agreed also the following interpretations of Article XXXIX A.

> "Article XXXIX A is interpreted by SPA Central, the SUNY administration, the SUCO SPA, and the SUCO Administration as giving no new prerogatives to departments within the college, but rather as guaranteeing each individual faculty member the right to full participation in departmental decisions. Through full democratic procedures of the entire department, the faculty of any department may delegate the responsibility for making decisions in any area defined in Article XXXIX A to any faculty committee of the department or to the department chairman.
>
> Procedures for the delegation of such responsibility and the selection of such committees should be determined as soon as possible and written copies of such procedures should be distributed to all members of the departmental staff, the president of the college, and the president of SUCO SPA. These procedures shall be reviewed by the entire staff of the department concerned every year."
>
> This interpretation nullifies the word "senior" wherever it may appear in the Faculty By-Laws.

Article VIII: STUDENTS VOTING AT FACULTY MEETINGS

Section 1. Eligibility -- Students filling the following positions (up to the maximum numbers as shown in []) be given voting privileges at faculty meetings subject to conditions listed. Student Senate [25] Executive Board [4] Student Affairs Committee [5] Curriculum Committee [5] Library Committee [4] Public Events Committee [2] Publications Committee [2] Research Committee [2] Instruction Committee [2] Graduate Committee [2] Faculty Administrative Council [2] Total Maximum Number [55].

Section 2. Jurisdiction

A. Eligible students shall be allowed to vote on issues that fall in the following areas: Student Affairs, Library, Publications, Curriculum, Instruction, Public Events, Research.

B. Voting matters concerning collective bargaining, faculty chest, grievances, and faculty scholarships shall be reserved to the faculty.

C. Students may not vote on changes in the Faculty Bylaws or in faculty elections.

D. Any issue in a "fringe area" would be subject to a ruling of the chair, (and overruled by a majority vote of the faculty voting just as any other ruling of the chair might be.)

E. Students shall be permitted to vote on questions of parliamentary procedure.

Section 3. Parliamentary Prerogatives

A. Quorum -- Voting students shall not be counted in the determination of a quorum.

B. A voting student will be able to make or second a motion, call the questions, call for a quorum count, or exercise any of the parliamentary prerogatives of a voting member.

Note an *(asterisk) will be placed in the appropriate section of the bylaws referring to this section for cross-reference.

Article IX: AMENDMENTS

(adopted May 28, 1969)

Section 1. Initiation, Distribution, Consideration

A. Initiation

Any amendment to these bylaws shall be initiated by either:

1. Approval by the Faculty Administrative Council, or
2. Petition by twenty-five (25) voting members of The Faculty.

B. Distribution

Upon initiation, any amendment to these bylaws shall be published and distributed to The Faculty by the Faculty Secretary.

C. Consideration

Upon distribution and the elapse of one (1) week, any amendment to these bylaws shall be placed on the agenda by the Faculty Secretary for the next faculty meeting for the Faculty's consideration through discussion and possible amending.

Section 2. Voting

A. Following consideration, voting on amendments to these bylaws shall be conducted by the Faculty Business Committee.

B. Voting shall be by secret mail ballot.

C. Voting on amendments to these bylaws shall continue for a period of ten (10) academic business days after the issuance of dated ballots. Ballots returned after the end of the tenth day shall not be considered as having been cast and shall not be counted.

Section 3. Adoption

Amendments to these bylaws shall be adopted by either:

1. The affirmative vote of a simple majority of those voting if eighty (80) percent or more of the total voting membership cast ballots, or
2. The affirmative vote of three fifths (3/5) of those voting if less than eighty (80) percent of the total voting membership cast ballots.

Article X. Faculty Senate
(adopted May 14, 1973)

A. Composition

1. Membership
    a. Faculty: The Faculty shall have one representative for each five and any remaining major fraction of five full time members of each of the College departments but not less than one representative and one alternate for each department (defined by the present departmental list as shown in Attachment A. Future changes in the list of departments must be approved by the faculty presiding officer.) The President of the College, Presiding Officer of the Faculty, and President of the Student Association shall be *ex officio* voting members of the Faculty Senate.

    b. Student: The student body shall have a student representation equal to 11% of the faculty membership in the Senate and at least one alternate.

2. Election
    a. Faculty: Each College department shall elect its own representative(s) and alternate(s).

    b. Student: The Student Senate shall determine how the student representative(s) and alternate(s) shall be elected.

3. Terms: All Senate terms shall run for one year from January to January.

4. Supervision: Faculty representatives shall be validated to the Chairman of the Senate by the Faculty Presiding Officer or his agent. Student representatives shall be validated to the Chairman of the Senate by the President of the Student Association.

5. Removal for excessive absence: A representative's seat will be declared vacant and the constituency represented will redesignate a representative if the representative misses more than either one third of the meetings since election (not to take effect until the sixth meeting after election) or two consecutive meetings. A meeting would not be considered missed if a properly designated alternate attends in place of the absent representative.

B. Officers

1. Election & Term: All officers shall be elected by and from the Senate by a majority vote and shall serve one year from January to January.

2. Offices & Duties

   a. Chairman: The Chairman shall preside at meetings (except as provided in D, 2 below) of the Senate and shall be the Chairman of the Steering Committee of the Senate.

   b. Vice Chairman: The Vice Chairman shall act for and assist at his/her request.

   c. Secretary: The Secretary shall record, keep, and distribute to the college community a full and accurate account of the Senate's proceedings, acts, and agendas.

   d. Assistant Secretary: The Assistant Secretary shall act for and assist the Secretary at his/her request.

C. Committees

1. Steering Committee:

   a. Composition: The Steering Committee shall consist of the Senate officers plus three members elected at large from and by the Senate who shall serve one year terms running from January to January.

   b. Duties: The Steering Committee shall set the agenda for Senate meetings, create *ad hoc* committees as necessary, and coordinate the work of the Senate. It shall also function as a rules committee to formulate rules of procedure for the Senate's consideration and to interpret rules established by the Senate.

2. *Ad Hoc* Committees: Both the Senate at large and the Steering Committee may create committees to carry out specific projects. Such Committees need not but may be drawn from the Senate membership.

D. Meetings

1. Regular Meetings: The Senate shall meet regularly at a time and place established by its Steering Committee. Its meetings shall be publicly announced, open to the College Community and governed by "Robert's rules of Order, Revised." The standing committees of the Faculty shall bear the same relationship to the Senate that they bear to the Faculty. The Senate shall hear and pass upon their recommendations.

2. Annual Organizational Meeting: The Faculty Presiding Officer shall call the First Meeting of each calendar year and shall preside at that meeting until the Senate officers and Steering Committee members are elected.

E. Powers: The Senate is empowered to act for the Faculty of the State University College at Oneonta in all matters, procedures, and prerogatives reserved to said Faculty in its meetings; except, that decisions of the Faculty meeting as a whole may overrule decisions of the Senate.

Standing Faculty Committee Chairman

Spring 1974

Faculty Administrative Council, President of College, ex officio
Graduate Committee, Dr. Sanik
Library Committee, Dr. Moynihan
Committee on Student Affairs, Dr. Berkowitz
Curriculum Committee, Mr. Mazarak
~~Publications Committee, Dr. Kelly~~
Committee on Public Events, Dr. Elfenbein
Committee on Research, Dr. Chiang
Professional & Social Activities Committee, Mr. Feldstein
Faculty Business Committee, Mr. Weber
Committee on Instruction, Dr. DuBois
Faculty Grievance Committee, Dr. Pence
[illegible]

Other Committees and Councils

Council of Department Chairmen, Dr. Brush
Council of Deans and Directors, Dr. Brush
Committee on Student Progress and Status, Dr. Brush
Long-Range Planning Committee, Dr. Brush
Secondary Education Council, Mrs. Sejersen
Hearing Committee on Public Order, Dr. Bergstein
Standing Disciplinary Board, Dr. Holway
Task Force on Black-Hispanic Studies, Ms. Kane
Faculty-Student Association Board, James Guzewich
Committee on Educational Experimentation, Mr. S. Gould

STATEMENT ON CAMPUS GOVERNANCE
(Ernest L. Boyer, April 9, 1973)

In the light of recent challenges to the basic structural elements of the University, I join with the Faculty Senate in reaffirming the validity of governance as the appropriate and organic process for the involvement of constituent groups in campus decision making. By this statement, University faculty, staff and administration are reminded of the charge contained in the 1972 Master Plan that

> [t]he governance arrangements within the University will be increasingly clarified and improved methods of consultation will be developed to reflect the need for effective governance based upon widespread participation....

Since these challenges go to the very heart of the University, it is appropriate to underscore the traditional legal framework which establishes and protects University governance.

The Education Law established the Board of Trustees and charges it with the responsibility for and conduct of the University. The Trustees, in turn, have promulgated Policies that represent a constitution which provides basic principles of policy and organization. These Policies vest authority in the Chancellor of the University and in Campus Presidents and legally establish governance as the appropriate vehicle for the involvement of all constituents: faculty, staff, administration and students. In this regard, the Policies accord official recognition to the close interrelation between the exercise of the legal authority of the President and his obligation to accept constituent participation through governance.

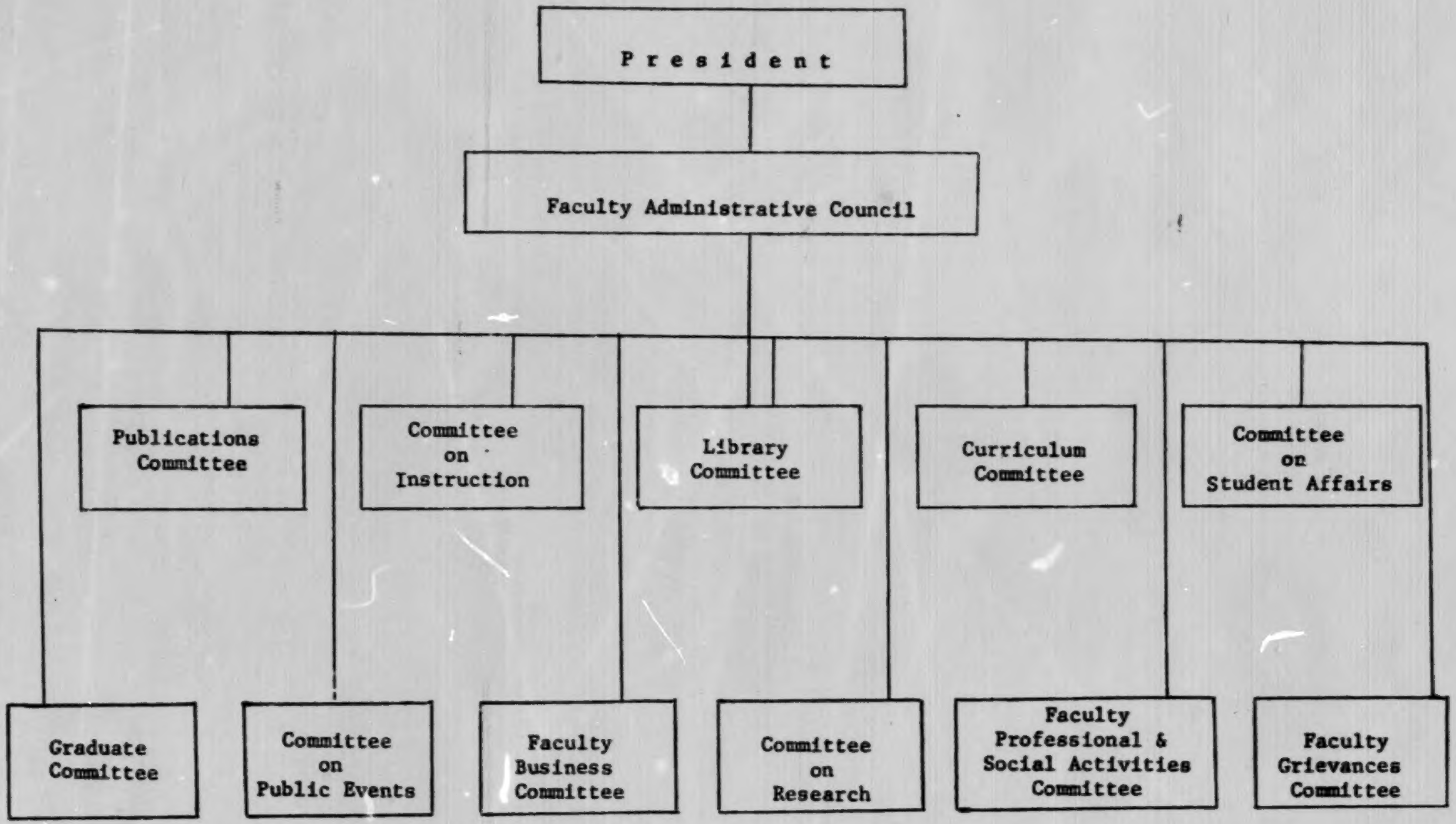
Article X of the Policies, among other provisions, empowers and directs the faculty to develop bylaws for the conduct of its affairs. Substantive actions taken in the course of that conduct are advisory upon the President and are a recognition of his legal authority. Furthermore, those provisions of bylaws concerning consultation -- how, when and where the President consults with his faculty -- are subject to his approval. It is understood, of course, that bylaws often contain procedures for consultation among faculty in addition to provisions for presidential consultation with faculty. The latter only is [spoken to in] Article X.

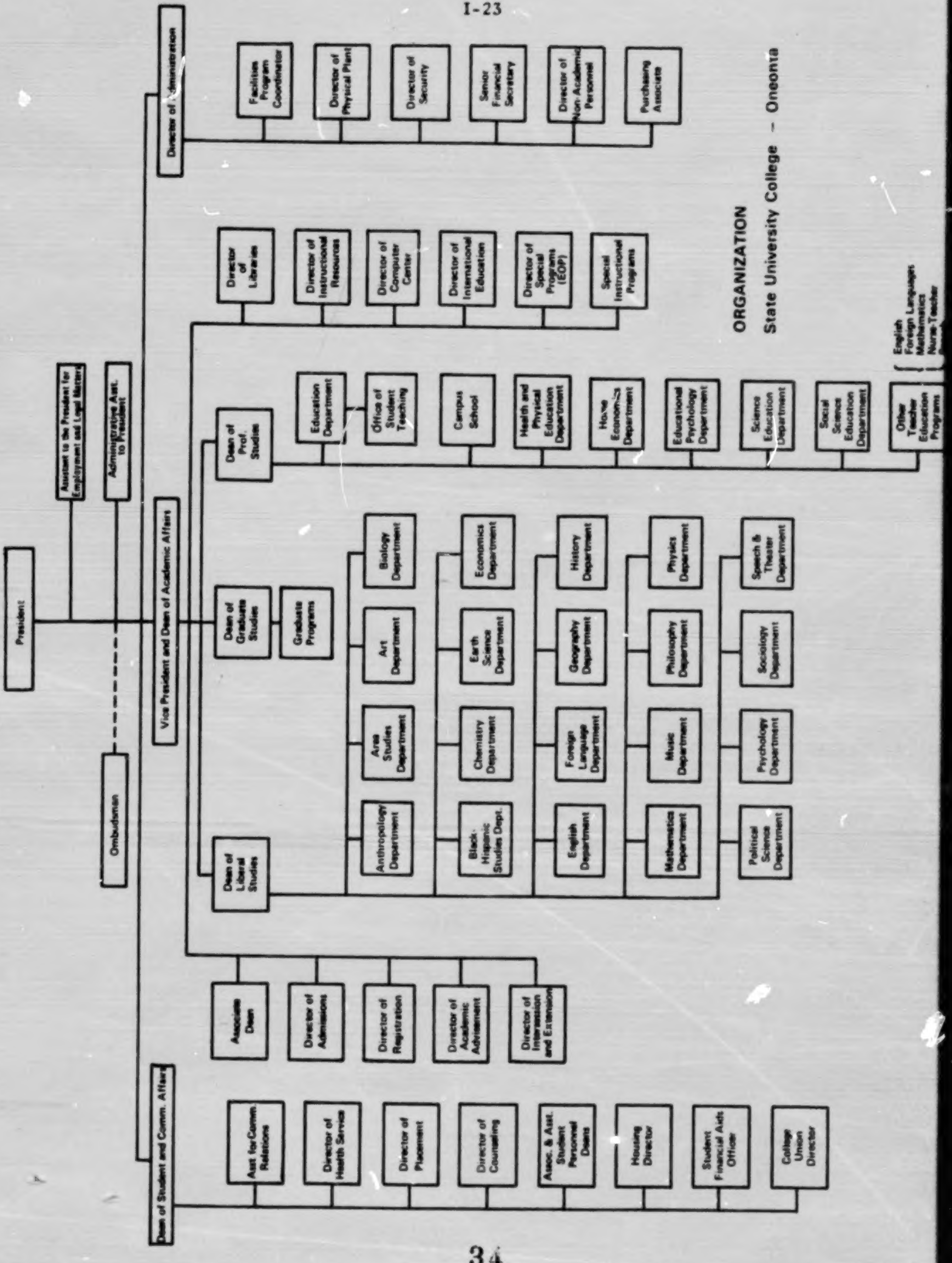
When the President accepts provisions of local bylaws concerning consultation, the Trustees, through Article X, and the Chancellor respect this endorsement and these provisions become, thereby, part of local policy and must provide a reliable framework for campus governance. In this regard, a President is expected to adhere to policies which he has accepted for his administration.

Since governance must remain responsive to changing conditions on each campus, the validity of bylaws rests firmly upon the continuing confidence in which they are held. Bylaws, once approved, should not be used to require adherence to outmoded or bad practice by either the faculty or the President. The campus community must remain ready to recognize legitimate objections to practices or procedures which no longer adequately meet the needs for which they were designed. In order for governance to operate effectively, provisions must exist in each set of bylaws to permit the President and any constituent included in the governance vehicle to initiate review and modification when bylaws fail to command the confidence of those who are expected to observe them.

Bylaws are the manifestation of the University's commitment to governance. They have their legal basis in authorization by the Board of Trustees and their effectiveness results, in the most practical sense, from the confidence they enjoy in the campus community. If governance is to survive, it must draw strength from its success in meeting the needs for which it was designed. It must not rely upon external forces. Its validity is adequately supported in the legal recognition of governance by the Trustees Policies as essential to the proper conduct of a University.

FACULTY COMMITTEE ORGANIZATION


President
Faculty Administrative Council
Publications Committee
Committee on Instruction
Library Committee
Curriculum Committee
Committee on Student Affairs
Graduate Committee
Committee on Public Events
Faculty Business Committee
Committee on Research
Faculty Professional & Social Activities Committee
Faculty Grievances Committee


President
Assistant to the President for Employment and Legal Matters
Administrative Asst. to President
Ombudsman
Vice President and Dean of Academic Affairs
Director of Administration
Facilities Program Coordinator
Director of Physical Plant
Director of Security
Senior Financial Secretary
Director of Non-Academic Personnel
Purchasing Associate
Director of Libraries
Director of Instructional Resources
Director of Computer Center
Director of International Education
Director of Special Programs (EOP)
Special Instructional Programs
Dean of Prof. Studies
Education Department
Office of Student Teaching
Campus School
Health and Physical Education Department
Home Economics Department
Educational Psychology Department
Science Education Department
Social Science Education Department
Other Teacher Education Programs
English
Foreign Languages
Mathematics
Nurse-Teacher
Dean of Graduate Studies
Graduate Programs
Dean of Liberal Studies
Biology Department
Art Department
Area Studies Department
Anthropology Department
Economics Department
Earth Science Department
Chemistry Department
Black-Hispanic Studies Dept.
History Department
Geography Department
Foreign Language Department
English Department
Physics Department
Philosophy Department
Music Department
Mathematics Department
Speech & Theater Department
Sociology Department
Psychology Department
Political Science Department
Associate Dean
Director of Admissions
Director of Registration
Director of Academic Advisement
Director of Intersession and Extension
Dean of Student and Comm. Affairs
Asst for Comm. Relations
Director of Health Service
Director of Placement
Director of Counseling
Assoc. & Asst. Student Personnel Deans
Housing Director
Student Financial Aids Officer
College Union Director

ORGANIZATION

State University College – Oneonta

PROFESSIONAL RESPONSIBILITIES

and

PERSONNEL POLICIES

PART II

I PROFESSIONAL RESPONSIBILITIES AS DEFINED BY THE POLICIES OF THE BOARD OF TRUSTEES - 1973

A. Role of the College Administration and President

"The chief administrative officer shall be responsible to the Chancellor and the Board of Trustees for, and shall administer, the college for which he serves and shall promote its development and effectiveness. He shall supervise the members of the professional and non-academic staff of such college. Etc." (Article IX A2)*

[*Professional staff is defined as follows: *"All persons occupying positions designated by the Chancellor as being in the unclassified service." (Article II, 1, (m))*]

B. Responsibility of the Faculty

"The faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program." (Article X, 4)

C. Faculty Bylaws

Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college. All actions under by-laws shall be advisory upon the Chancellor and the chief administrative officer of the college. (Article X, 5 (b))
(See also Chancellor's Statement Part I, pp. 20-21)

These are excerpts. Full reading of the Trustees Policies is urged.* None of the above policies were altered by the 1971 Agreement with the certified employee organization.

Obviously the policies in the Trustees Policies would not in themselves furnish an adequate basis for a satisfactory governance procedure. Various practices and structures have and can be evolved and mutually agreed which allow consultation, sharing and delegation of authority in various areas.

II THE PERIOD OF PROFESSIONAL RESPONSIBILITY FOR INSTRUCTIONAL FACULTY

Article XI, Title G, No. 1 of the Policies of the Board of Trustees states that "The professional obligations of employees shall be either for the calendar year or the academic year, as established under the terms and conditions of their appointments, regardless of payroll mode, such obligation being for 12-month or 10-month respectively."

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*Also Chancellor's Statement on Campus Governance 4/9/73 following Faculty Bylaws, pp. 20-21.

This extract is quoted because it is the legal basis of the employment obligation of faculty members. However it should not be interpreted as indicating any tendency to imply that faculty attendance should be required over the entire contract period. The professional nature of faculty duties, general college customs, and the circumstances of the local college calendars would make such interpretation inappropriate. Instead it is more meaningful and realistic to speak of the employment obligation of faculty (except for summer or special employment) as coinciding with the academic year, which may vary somewhat from campus to campus.

During recent years the academic calendar has gradually been changed so that classes begin earlier in September while commencement has been moved back from early June to late May. September workshop and orientation meetings have been eliminated while student advisement and registration has been compressed into fewer days. Despite the overall shortening of the academic year, it has been increasingly difficult to obtain faculty assistance during registration and in submitting final grades within a reasonable period of time after the conclusion of instruction.

Academic custom and tradition define, among others, the normal duties of a faculty member to include participation in regularly scheduled orientation and workshop sessions, student advisement and counseling (both at registration and later during the term), the evaluation of student learning (including final examinations except in those courses where other means of evaluation make finals unnecessary), and meeting the normal deadlines for functions related to instruction such as submission of grades, class schedules, etc. Although the major task of the faculty is regular class instruction, examinations are a basic part of instruction. Consequently final examination periods are periods of instructional employment obligation and are not vacation periods. They are as much a part of the academic year as are class days. Faculty members should be available to students during that period and should not be out of touch with the college in case they need to be contacted.

In addition, grades are needed for processing within a relatively short period of time so that grade reports can be made available to students and to the Committee on Student Progress and Status. Faculty members should turn in their grades within 48 hours after the completion of the final examination unless other arrangements are made with the Registrar's office.

Unless specifically excused by the appropriate academic official, faculty members are expected to be on duty (except for formally scheduled holidays) from the announced beginning dates of a semester through the day necessary to complete the discharge of such responsibilities as the administration of final examinations, submission of final grades, and such other semester-ending obligations as required.

III FACULTY OFFICE HOURS

Instructional staff members are asked to schedule at least one office hour for each class section taught on campus, the time of such office hours to be distributed throughout the week as far as possible. Questions pertaining to the appropriateness of the office hours should be resolved by the instructor and his departmental chairman. Special provision should be made through appointments for students unable to meet instructors at announced times. The schedule of office hours should be posted outside instructors' offices and announced in classes.

IV RESPONSIBILITY FOR STUDENT ADVISEMENT

Most faculty members have a number of upperclass students assigned to them for purposes of academic advisement. Freshmen are advised by members of the staff of the Dean of Students, and general studies majors are advised by the Chairman of the Philosophy Department. Although advisors do not have to sign a student's course request card unless an overload or permission to take a 300-level course is involved, they should schedule periodic meetings with their advisees to discuss the proper sequence of courses. It is thus important for all faculty members to become familiar with the requirements of all programs in which advisees might register and with the academic rules and regulations in Part III of the Handbook. Incorrect advice can place the student in academic jeopardy.

See Part III, page 16, for further definition of the advisor-advisee relationship.

V RESPONSIBILITY FOR INSTRUCTION

The major function of the faculty is teaching and each member of the faculty has a responsibility to teach the topics covered in the Catalog description of the course. This description has been approved by the department and the Curriculum Committee or Graduate Committee. Consistent avoidance of the topics listed in the course description together with constant attention to topics completely unrelated to that description are a serious breach of one's professional obligation.

At the earliest possible time, faculty members should inform their students of the course requirements, method of evaluation, and the specific procedures to be followed in the course. Faculty members should have available course syllabi, outlines, model tests, or other evaluative instruments. In addition to facilitating instruction, such materials may be requested by students desiring to challenge courses or to meet course requirements through proficiency examinations.

At approximately mid-term, instructors should inform those students who are performing at a grade level of D or E. (See Part III, p.4 and Part III, P. 6)for procedure.) In most cases, this means that at least one test, paper, or oral report must be required during the first half of the course.

At the end of each term, whether regular academic semester or summer session term, instructors should submit their grades to the Registrar not later than 48 hours after the final examination has been administered. The deadline is important because grades are needed to prepare transcripts for students going on to graduate schools, seeking jobs, qualifying for promotion or pay increases in existing positions, and to enable the Committee on Student Progress and Status to make its decisions on academic dismissal as promptly as possible.

Instructors have a responsibility to maintain an effective learning situation in their classrooms and to deal promptly with any disruptions that interfere with the learning situation. The instructor is in charge of his classroom. If he feels that a student is interfering with the right of other students to profit from attendance in that classroom or if he feels that he is being unreasonably hindered in his presentation of his subject matter, he has every right to eject the offending student from the class. This of course should be done with discretion and only for reasonable cause.

An instructor who feels that his ordinary methods of maintaining order will not work and who needs assistance should first call the Dean of Students. If Dean Daley is not in, the instructor should indicate the nature and urgency of the problem to one of the associate deans but should then call the Vice President for Academic Affairs. If neither the Dean of Students nor the Vice President is available, the instructor should call the President. In the event of the President's unavailability the President's secretary will alert the college officer who is in charge.

If such an event occurs, the instructor should be willing to prefer charges against the offending student under the Trustees' Policies (see Part VI below concerning the maintenance of public order). It would be desirable that witnesses to the incident be secured.

The evaluation of instruction is a matter of serious discussion on the campus at the present time. Although the Council of Department Chairmen is on record as favoring classroom visitation by the chairman or a senior faculty member, the practice varies from department to department. In the spring of 1971, a subcommittee of the Committee on Instruction developed a student evaluation form which was filled out by students in approximately 100 classes of instructors who volunteered for the experiment. The results were prepared, and the Committee on Instruction reviewed the experiment. It was recommended that the experiment be continued with a revised evaluation form, and another broader evaluation is being tried on an experimental basis.

A subcommittee to gather information and make recommendations concerning redistribution of faculty positions was formed by the Curriculum Committee in the spring of 1972, and approved by the faculty on 3-27-72.

Its purpose is to study the problems of redistribution and make recommendations to the Curriculum Committee.

Membership of the redistribution subcommittee consists of 7 faculty and 2 students. Two of the faculty are to come from the Graduate Committee, others to be distributed from Humanities, Social and Behavioral Sciences, and the Natural Sciences and Math. Approved by faculty 3-27-72. This subcommittee works closely with the Vice President for Academic Affairs, who is familiar with the staffing and budgetary allocations to the College by the state.

VI JUDICIAL PROCEDURES RELATING TO THE MAINTENANCE OF PUBLIC ORDER

The following resolution was adopted by the Board of Trustees of State University of New York at a special meeting held on April 9, 1970:

Resolved that the Rules and Regulations for the Maintenance of Public Order on Premises of State-Operated Institutions of State University of New York heretofore adopted by this Board by Resolution 69-179, dated June 18, 1969, and amended by Resolution 69-226, dated July 10, 1969 comprising Part 535 of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York be, and the same hereby are, amended in accordance with the following sections of this resolution:

1. Statement of Purpose. The following rules are adopted in compliance with Section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within ten days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

2. Application of Rules. These rules shall apply to all state-operated institutions of the State University. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

3. Prohibited Conduct. No person, either singly or in concert with others shall:

(a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.

(b) Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.

(c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

(d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

(e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

(f) Without authorization, remain in any building or facility after it is normally closed.

(g) Refuse to leave any building or facility after being required to do so by an authorized administrative officer.

(h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.

(i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.

(j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.

(k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

4. Freedom of Speech and Assembly: Picketing and Demonstrations.

(a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

(b) In order to afford maximum protection to the participants and to the institutional community, each state-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

5. Penalties. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:
   (a) If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.
   (b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
   (c) If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
   (d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
   (e) If he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
   (f) If he is a staff member other than one described in subdivisions (d) and (e), be subject to dismissal, suspension without pay or censure.

6. Procedure.
   (a) The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property.
   (b) In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
   (c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 9 of this Part.
   (d) In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with title D of Part 338 of the Policies of the Board of Trustees.

(e) In the case of any staff member who holds a position in the classified civil service, described in section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the Board of Trustees.

7. Enforcement program.

(a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

(b) It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

(c) In any case where violation of these rules (or if the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as hereinbefore provided.

(d) The chief administrative officer or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

8. Communication. In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and

imposed in these rules. To these ends each state-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communications.

Additional sections relating to students are quoted in the Student Handbook available in the Dean of Students Office.

VII CODE OF ETHICS

All employees of the State are legally considered to be public officers and subject to Chapter 1012, § 74, Laws of New York 1965, Public Officers -- Appearances and Interests.

"2. Rule with respect to conflict of interest. No officer or employee of state agency, member of legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

3. Standards.

e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.

g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.

4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law."

VIII FACULTY SENATE MEETINGS AND HEARINGS

Faculty Senate meetings are held the second and fourth Monday from 3-4:45 p.m. of each month, except during college holidays. Alternate Mondays are reserved for hearings called by college committees or special meetings of the Senate. See Articles IV and V of Organization and Bylaws of SUCO Faculty in Part One of this Handbook. Classes, committee meetings, and meetings of student organizations for which faculty members are advisors, are expected to be scheduled so as to avoid conflict with faculty meetings.

IX FIRE SAFETY AND FIRE DRILL PROCEDURES

The old main building is highly inflammable. The college has used it for over sixty years, and it is needed now for certain programs. Faculty members are urged to be on the alert to discover any possible source of fire, and to carefully follow the regulations concerning smoking. In each room, near a door, is a card which explains where to seek exit in case of fire. Extinguishers are located at strategic points. See instructions on title page in front of handbook for extreme emergencies. In all other instructional and office buildings, faculty members should acquaint themselves with the locations of the various exits so that in case of a fire or fire drill they will be able to lead their class to the nearest exit.

X PROFESSIONAL ORGANIZATIONS AND HONOR SOCIETIES

The following professional organizations and honor societies have chapters on campus:

A. The American Association of University Professors
B. United University Professionals
C. The Civil Service Employees Association
D. Phi Delta Kappa
E. Kappa Delta Pi -- national honor society in Education
F. Alpha Psi Omega -- national honorary dramatic fraternity
G. Chi Beta Phi -- national honorary scientific fraternity
H. Sigma Xi -- national honorary scientific fraternity
I. Pi Gamma Mu -- national Social Science honor society
J. Phi Upsilon Omicron -- national honorary fraternity in Home Economics

XI REPORTING ACCIDENTS AND MEDICAL EMERGENCIES

All accidents resulting in injury which occur on college property should be reported promptly to the Business Office, Room 208, Ext. 2503, Administration Building, or, if the accident takes place at Bugbee School, to the office of the Principal, Ext. 2565. First aid visits by students to the Health Center are automatically reported to the appropriate authority.

All accidents involving State-owned vehicles, whether personal injury results or not, should be reported to the Business Office, Room 243, Ext. 3389, Administration Building.

The Health Center and the Security Department recognize the responsibility to respond to medical emergencies occurring on campus that involve faculty and staff as well as students.

The following is presented as a procedure to assist faculty and staff in dealing with medical emergencies.

In the event of an accident or other type of medical emergency call Security. The phone number is 3550. The Security Office will dispatch a car to the site of the emergency and will be prepared to administer first aid as qualified. It is important that the first call be made to Security since it has a radio dispatch system that the Health Center does not have and can therefore respond more quickly.

If in the judgment of the staff member making the call the situation urgently requires the on site presence of a physician, the Health Center should be called, in addition to Security, at 3573, 3571, 3561 or 3570. In most cases a physician is better able to treat a patient at the Health Center or the Hospital where he has the equipment and backup staff to assist him. It is standard medical practice to take patients, including those with injuries, to an emergency medical facility, rather than have the physician come to the patient, unless there are special circumstances which would make the removal of the patient impossible or dangerous. Staff members calling in about medical emergencies should refrain from calling for the presence of a physician in order to relieve their own anxieties about the patient.

When a call is made be specific about the location of the emergency. Include the name of the building, room number and other information which will assist Security in responding to the call as quickly as possible.

XII TUITION WAIVERS FOR FACULTY AND STAFF

Budgetary ceilings have been imposed on the granting of tuition waivers which preclude their approval at previous levels. This ceiling has been imposed by the state legislature and is not under the control of this college or the State University. It is necessary that we regretfully announce the following restrictions:

1. No application from classified civil service employees for tuition waivers will be accepted. These employees should apply for support from the Civil Service Employees Benefits Program which was negotiated as part of the CSEA collective bargaining contract. Form PS-304, Tuition Support Application, should be submitted to receive support through this program. These forms are available in Mr. Weber's Office, room 207.
2. Tuition waiver applications from faculty and professional employees for courses which are an integral part of degree or certification programs will be supported at 100% coverage of the cost to the extent that funds remain available. However, a maximum of three credit hours per term will be approved for study at this institution concurrent with full-time employment.
3. Faculty and professional staff members desiring to take courses for purposes of general improvement should audit the courses. This will enable them to derive the desired values without charge to budgeted funds.
4. Faculty and professional staff should understand that other units of the State University, such as the University Centers, may impose their own restrictions on tuition waivers. The State University at Albany, for example, has indicated that approved applications will be supported at a maximum level of 50% of the cost.
5. All applications should be submitted well in advance of the terms involved since there is every likelihood that all units will enforce deadlines rigorously.

The above policies may be changed at any time as the budgetary situation develops, probably toward greater restriction. Various limitations and controls other than those above may be imposed. The college administration is sincerely unhappy about this situation. We feel that the fringe benefit of broad subsidized study is one which is peculiarly appropriate to the university community and we are very sorry to see it curtailed. However, we cannot exceed the ceilings mandated by the legislature.

XIII EXTRA SERVICE AND COMPENSATION

Extra service for persons in instructional titles at their own campus is permitted in extraordinary emergencies but is discouraged by the Director of the Budget.

Extra service at another state agency must be approved by the Chief Administrative Officer of the employee's campus and by the Vice-Chancellor for Personnel and Employee Relations. Compensation for extra service is normally not to exceed a rate equal to 20 percent of regular annual salary rate, or 10 percent per semester.

Normally, travel expenses associated with extra service may not be paid. Since the individual who performs the extra service is compensated for the work, the expenses, if any, of producing that income are deemed to be his, rather than the State's responsibility. Travel and subsistance may be paid only if:

A. The extra service consists of a one or two day lecture assignment, compensated at the usual $40/day when no overnight absence is involved or $100/day when overnight absence from home is necessary; or

B. The compensation for extra service is reduced below the normally allowable rate by the amount of travel costs. (This might be done if the individual preferred having the travel paid rather than later deducting travel costs from the earned income as a tax deduction.)

In no case may a full-time employee of the State University assume another full-time professional or non-professional obligation, either within or without the University, while receiving compensation from the University, with or without the approval of the campus president. For instructional personnel, normally no more than three credit hours shall be permitted on an overload basis, either within or without the University.

The Research Foundation also enforces the preceding regulations which are excerpted from SUNY Memoranda of 6-22-72 and 5-1-73.

XIV POLICIES FOR ABSENCE AND LEAVE

A. Sick, Emergency, and Personal Leave.

It is recognized that faculty members sometimes have compelling reasons of a personal nature for requesting permission to be absent; however, this does not imply that faculty members can and do accrue personal leave time. A reasonable number of such absences will be approved. In such cases faculty members should enter the word "personal" after Part A, item 4 on the "Absence Report and/or Travel Request."

When by reason of illness or by reason of emergency a staff member finds he cannot be present at the college to meet his classes or to perform other duties, he will communicate the facts immediately to the office of his department chairman or to the operator of the college switchboard who will cause them to be communicated to the office of his department chairman.

If possible the chairman will arrange to have classes covered by other members of his department. Should this not be feasible, the departmental chairman may cancel the classes of the absent staff member for twenty-four hours. Should it be impossible to contact the departmental chairman, the action described above may be taken by another member of the department.

Items 1 through 6 of the "Report of Emergency Absence" will be completed in the office of the chairman. The dates of absence will be tentative in many cases. The Report will be filed in the office of the chairman.

When the absent staff member returns to the college he will report to the office of the chairman within 24 hours to examine the "Report of Emergency Absence" and to complete items 7 and 8. When this has been done the report will be retained in the office of the chairman for use in completing the monthly Record of Attendance required for payroll certification.

B. Short Periods of Absence for Professional Reasons

Attendance by faculty members at professional conferences may be authorized, but it is not college policy to approve absences during final examination periods, except in the most unusual circumstances. A certain number of faculty members in each department will be required to attend commencement exercises.

The college has only limited funds available for travel expenses and, consequently, must expend such funds with care. Travel expenses are paid from the supply and expense monies allotted to each department, and each department determines its own priorities for expending these monies within certain guidelines set by State budget authorities.

A directive from Central Office dated May 1, 1972, listed the following guidelines for out-of-state travel.

1. State funds should be used for travel: (1) in direct support of the instructional programs; or (2) as required by the terms of contracts or grants; or (3) in reasonable expectation of bringing clear benefit to the campus, or to the entire University of the State of New York. This would include, but not be restricted to, seeking non-State funds, recruitment of key personnel, being appropriately represented at major professional conferences and field trips.

2. Multiple attendance at a given conference or convention, attendance at a conference or convention for the sole or primary purpose of observing the meeting for self improvement in the individual professional sense is discouraged. Location of conferences is considered also.

C. Absence On State And Or College Business

Supervisors of off-campus student teaching, Admissions Office Personnel, and persons teaching extension courses are exempted from the provisions of this section of the regulations insofar as travel connected with their ordinary duties is concerned.

It is the policy of the college and of the state to pay travel expenses of persons who are absent from the campus on state and/or college business.

Absences on state or college business ordinarily will be initiated by the President of the College or will be cleared through his office.

When a faculty member is informed directly by the President of the College that he must be absent on state or college business he will immediately inform his departmental chairman or immediate supervisor. A short statement of one or two sentences on the "Absence Report and/or Travel Request" will be sufficient for this purpose.

D. Procedures Governing Short Absences

The faculty member should discuss the proposed absence with the departmental chairman or director concerned. Steps should be taken to cover the faculty member's classes during his absence.

The faculty member should obtain an "Absence Report and/or Travel Request" form from his departmental chairman and should complete in duplicate. If expenses for the trip are to be defrayed through other budget sources such as Research Grant, this should be specified under Part A, Item 6.

The departmental chairman may hold a request pending receipt of all other requests from his department to make this same trip before approving it and routing it to the Dean of the College.

Once the request is approved by the department chairman, routing of the request will depend on a number of factors as indicated below. For out-of-state travel, travel expenses in excess of $100, or travel by department chairman the request must be approved by the Dean of the College (for Instructional Faculty) or the Director of Business Affairs (for Administrative Faculty and Staff). For travel outside continental U.S. or travel involving expenses in excess of $200, the request must be signed by the President of the College. The request will then be sent to the Business Office. A college vehicle, if available, will be assigned and you will receive the approved copy of the form to submit along with a "trip ticket." Until further notice, out-of-country travel requires the advance approval of authorities in Albany.

Each staff member shall, at the end of each month complete a Report of Absence due to illness, or vacation, and turn in to the department chairman concerned. This report shows the dates, number of days and reason for absence.

The department chairman will, in turn, complete the "Record of Attendance" for his department and turn it in to the Business Office, Payroll Section, at the end of each month.

E. Sabbatical and Other Leaves

Policy on sabbatical leaves, leaves with pay, leaves without pay, and sick leave is defined in State University Bulletin, Policies of the Board of Trustees.

Guidelines on sabbatical leaves and other leaves of absence:

Faculty members may request leaves of absence. Ordinarily not more than 10% of a department may be granted leaves of absence during the same period of time.

Written request for permission to take a leave must be filed with the appropriate department chairman in accordance with existing policies.

Whenever possible, the written request should be filed with appropriate personnel and presented to the President at least one calendar year in advance of the starting date for the leave, but in no event shall it be filed later than six months in advance.

Some of the factors to be considered in determining the granting of a leave are (order not significant): indication of the petitioner's serious interest in research; scholarly or creative activity as shown by performance to date; length of the petitioner's service since previous leave; value of his project to the college; significance of proposed research; instructional coverage for essential department offerings.

Purpose of a sabbatical leave must be clearly stated with clear relationship to the professional improvement of the individual or to the benefit of the college. At the end of the leave the faculty member must submit a written report on the extent to which the purposes of the sabbatical were achieved. In recent years, there have been legislative attacks on sabbatical leaves, and in the future more intensive screening of requests and reports will take place at both local and state levels.

F. Reimbursement of Travel Expenses

Reimbursement for travel shall be by most direct route possible. Air travel should be scheduled only in those instances where it is clearly in the State's interest. Low cost air coach should be used when available. Special justification is required for more costly accommodations. Private cars should not be used when common carrier service is available or unless it is clearly in the State's interest.

See Item XI above concerning reimbursement for expenses incurred in connection with extra service. Travel expense vouchers should be filled out as follows:

1. Each traveler should complete his/her own travel voucher and then submit the voucher to his/her department.
2. Indicate the college name as State Agency.
3. Traveler should indicate his/her first initial, middle initial and last name in block "Pay to". Do not list your full name.
4. Indicate the year, day and month under date. If trip is for more than one day indicate the date of departure and the date of return.
5. Expenses or charges must appear on voucher in chronological order as incurred.
6. Specify the purpose of travel and the means of travel (state car, personal car, bus, train or plane). Expenses incurred when attending conventions and meetings of associations or organizations must be supported by a program of literature setting forth the opening and closing dates of the convention. Original receipts and sufficient explanation to justify both the trip and the expenditures are required. When using public transportation, the traveler must furnish the ticket stub for air travel. If authorized to use a personal car by Mr. Hay in the travel office, the traveler must also complete form AC160 "Statement of Automobile Travel." Personal car reimbursement is at the rate of 11 cents per mile.
7. In addition to the date of departure, the time of departure and the time of arrival must also be entered.
8. Subsistence
   a. When full day subsistence is claimed, list "Full Day Subsistence" in Item of Expenditure column and show meals and incidental allowances as a single charge in the "Dinner" column. Current rate for Full Day Subsistence with overnight lodging is $24.00 per day in New York City, Nassau, Rockland, Suffolk and Westchester counties. Elsewhere in New York State $19.00 per day. Outside the state $20.00 per day.

   b. Subsistence for less than a day:

Breakfast	$1.65
Lunch	1.65
Dinner	5.20
Lodging	10.50 per night

   c. Time limit on Meal Allowances

Meals will be allowed when time of departure from home at beginning of trip necessarily occurs before the following hours:

(If an employee leaves from office, time of leaving office will govern)

Breakfast - 7:00 a.m.
Lunch - 11:30 a.m.
Dinner - 6:00 p.m.

Meals will be allowed when time of return to home at the conclusion of a trip necessarily occurs after the following hours:

If an employee returns to office, time of return to office will govern)

Breakfast - 8:00 a.m.
Lunch - 2:00 p.m.
Dinner - 7:00 p.m.

d. If any part of subsistence is not claimed (meals or lodging) the traveler must indicate the reason on the voucher. (Some typical reasons - stayed with relatives or friends, meals provided by relatives or friends or full reimbursement not approved by local department.)

9. Toll Charges and Parking Charges

Toll and parking charges are reported under the column marked miscellaneous and must be supported by receipts indicating the date and amount of charge.

10. Please submit travel vouchers (complete with required receipts attached) immediately upon your return to campus. Student teacher supervisors should submit vouchers at least once each month.

11. When using either travel requests for public transportation or lodging requests for motels (within the state), the white copy of the travel request and the yellow copy of the lodging request must be submitted with your travel voucher when you return. These forms are available from Mr. Howard Lout in Ad 210.

12. Do not complete any of the blanks below the line marked "For Agency Finance Office Use Only."

13. Questions about the use of the "Travel Voucher - Form AC132" or the "Statement of Automobile Travel - Form AC160" should be directed to Mr. Stuart Hay in room 200 of the Administration Building or by phone 431-2578.

C. Regulations Concerning the Use of State Cars.

The "Trip Ticket" is the authorization to use a college vehicle and must be presented at the Service Building when picking up the assigned vehicle.

Immediately upon return, complete the "Trip Ticket" and return it to the Business Office. Any defects noticed during the operation of the vehicle should be indicated on the reverse side of the "Trip Ticket."

If it is necessary to use the credit card provided for gasoline and oil expenses, the driver must not sign the purchase slip until the vehicle license number is entered by the attendant.

In case of an accident, however minor, complete the accident report form (MV-104) which you will find in the glove compartment. If the vehicle cannot be safely operated, immediately contact the Service Building at 431-3325. If it can be operated, return it to the Service Building as soon as possible along with the accident report.

Should the vehicle suffer a mechanical failure (not related to an accident) and cannot be returned to the Service Building for repair, contact the Service Building and explain the problem before having the vehicle repaired at a commercial garage. They will inform you of the action to be taken.

Ownership certificates and personal property liability insurance certificates will be found in the glove compartment.

Vehicles are to be returned to the Service Building together with keys, immediately after each trip. When returning vehicle park it in the area reserved for State cars, lock it, and drop the keys in the slot in the big overhead door to the left of the gas pump.

Garage charges, toll bridge charges, storage, and auto supply or repair bills must be supported by adequate receipts in order to secure reimbursement from the State.

If it is necessary to pick up the assigned vehicle on a Saturday or Sunday, contact Security at 431-3550 and ask an officer to meet you and to open the garage at a designated time. The vehicle will be inside with the keys in the ignition.

Vehicles shall not be used for personal and private purposes.

Only persons who are actually employed by the college are authorized to drive the college-owned vehicles. Such vehicles shall not be driven by students at any time unless individually and personally authorized by the President or Vice President as on official business of the college requiring that the student drive. All persons assigned vehicles must have a valid driver's license with them at such times.

All traffic regulations must be obeyed at all times. The driver will be held personally responsible in case of violation.

The vehicles are to be used for official college business only, including trips on official business by administrative officers, faculty members and other staff members, supervision of student teachers, recruiting, transporting students (and Campus School children) only when transportation is needed because of illness, transporting guests to and from stations, and other official travel business.

The cost of operating a state vehicle is a charge against your department budget.

Vehicles will not be used to transport groups to religious or political meetings.

For field trips it is recommended that public transportation be used.

H. Definitions and Miscellaneous Provisions

The Principal of the Bugbee School will perform the functions of a department chairman insofar as members of the staff of the Bugbee School are concerned including the Bugbee School Librarian and the Bugbee School Nurse.

The Dean of Students and the academic and administrative directors will perform the functions of a department chairman insofar as persons other than clerical personnel directly under their supervision are concerned.

The Vice-President for Academic Affairs will approve absences of the Dean of Students, department chairmen, the academic and administrative deans and directors, and the admissions office personnel.

XV RESEARCH POLICY

A. State University Policy

Faculty members doing funded research should consult the Vice President or the Chairman of the Committee on Research for information concerning SUNY policies on research.
Faculty members doing research involving human subjects should be very careful to check policies on this type of research.
Faculty members wishing to submit proposals to the SUNY Research Foundation should contact the Chairman of the Committee on Research or the Vice President early in September because the deadline for submission of these proposals is usually around October 1.

B. Local Guidelines for Support of Faculty Scholarly Activity

Most types of scholarly activity may be supported with the limits of department funds. This assistance includes secretarial services, duplicating services, and supplies. College funds may not be used to pay outside agencies for printing faculty papers or to reimburse faculty members for travel in connection with research projects.

In the allocation of department funds, first priorities must be (1) department business and (2) instructional projects of faculty members.

It is suggested that each department reserve a certain portion of its budget to support scholarly activities. (Two to five percent of the department budget would seem to be a reasonable figure). It is also suggested that a committee be appointed to make recommendations to the department chairman on the percentage of the budget to be used for supporting faculty scholarly activity.

The suggested order of priority for the allocation of department funds to faculty scholarly activity is:

A. Expenses incurred in connection with assignments for scholarly associations or journals, including filling requests for reprints and payment of page costs.
B. Expenses in connection with publications in popular periodicals, including filling requests for reprints.
C. Expenses incurred in individual and department projects that may benefit both the campus community and the larger communities of the City of Oneonta or Otsego County.
D. Expenses incurred in individual scholarly projects that may not be intended for publication.
E. Expenses incurred in the completion of the faculty member's degree requirements. However, the typing of dissertations and theses may not be done on state time by state employees, or using state equipment. Duplication of dissertations or theses is permissible within the following guidelines:
    1. Up to twenty copies may be made on xerox when the request is submitted on a work order signed by the department chairman. Charge to the department will be at 3¢ per page.
    2. In all cases, duplication of dissertations will be done only when there is free time in the duplicating office. Faculty members should plan to schedule such work far in advance of the day it is needed.
    3. If paper with more than 25% rag content is required, the individual faculty member will have to supply it because it is not stocked by the college.

UNDERGRADUATE ACADEMIC PROGRAMS, POLICIES, PROCEDURES, AND REGULATIONS

PART III

COLLEGE CALENDAR

The College Calendar is determined each year by the college administration in consultation with the Faculty Administrative Council. The calendar for the academic year 1974-75 follows the title page of this Handbook.

ADMISSION

As a matter of policy this College shall apply the same academic admissions standards to male and female applicants effective for admission from January 1973. (Approved Committee on Instruction 4-14-72).

PERFORMANCE STANDARDS

I GRADING SYSTEM

Within each course the instructor determines the basis for evaluation and the system used founded upon academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism or personal beliefs. (Approved Committee on Instruction 11-11-71).

A description of the grading system follows:

A-Very Good	4 quality points
B-Good	3 quality points
C-Average or Satisfactory	2 quality points
D-Poor, but passing	1 quality point
E-Failure	0 quality point
W-Withdrawal prior to mid-semester or with authorization	
WS-Work satisfactory at time of withdrawal	
WE-Work unsatisfactory at time of withdrawal	
S-Satisfactory - Pass	
U-Unsatisfactory - Fail	
PEN-Pending	
INC-Incomplete	

The following Policy on incomplete grades was approved by the faculty on 1-22-73 and 3-12-73.

1. A student shall receive at his/her request an incomplete when because of illness or some other unavoidable circumstance he/she cannot complete the work of a course, and provided the student can make up the work independently.

2. With the student's consent, an instructor may assign and extend grades of incomplete whenever in his/her judgment there is an educational advantage in doing so.

3. A student must make up the work of a course by the specified date of the next semester during which he/she is enrolled following the semester in which he/she received the grade of incomplete. The date by which incompletes must be made up shall fall during the last week in November for the fall semester and the last week in April during the spring semester, must be publicized extensively in the State Times and the SUCO Bulletin at the end of each semester and during the fourth week before the established date, and must be published as part of the college calendar.

4. When an instructor submits a grade of incomplete, he/she shall also submit a tentative grade which he/she wants the student to receive if no further work is done for the course. This tentative grade will be entered on the student's transcript as a permanent grade if the incomplete is not removed by the specified deadline

Pending Grades

The mark Pending (PEN) is given in Speech and in Writing. The mark indicates that course work has been satisfactory but there is some inadequacy in speech or writing which needs to be remedied. Students in any course may be assigned a PEN grade if their writing is substandard. Students who will receive a PEN grade should be notified in writing of that fact and that they must complete Com 100 before they will receive a letter grade in the course. A copy of this notification should be attached to grade rosters sent to the Registrar's Office. It is the student's responsibility to obtain the necessary help from the Speech and Theater Department or to enroll in Sp. 100. (Committee on Instruction 11-11-71).

Pass-Fail Grading

The Pass-Fail grading system has the following options:

Faculty Option

A department may designate a course or courses in which only the Pass-Fail grading system shall be used.

A department may designate a course or courses in which only the conventional letter grading shall be used. (Not subject to student option). This may include courses in the basic curriculum.

Student Option

A student may elect to receive Pass-Fail grading in a course, provided the following conditions are met:

1. A student must have successfully completed one full semester's work at Oneonta to be eligible for this option.
2. Except for courses for which a department has designated Pass-Fail grading, a student may under this option, elect only one course per academic semester or summer session to a total of four (4) such semester or summer session courses for his entire college program.
3. Normally a student may not elect Pass-Fail grading for required courses in his major or specialization, or for courses designated by a department as not subject to student option. However, a

department may allow Pass-Fail option courses in the major or specialization. (Committee on Instruction, March 1973)

4. A student may take a Pass-Fail option in a required supporting course that is not listed as part of the 30-36 s.h. major field requirement.
5. A student who has completed his major field requirement may take additional hours in his major department for Pass-Fail credit.
6. The student must request Pass-Fail grading at the time of enrollment in the course. The final day for changing the request will be the last day for adding courses. The usual procedure for dropping a course will apply.
7. The criterion for a "Pass" will be achievement of the minimum requirements of the course.
8. The "Pass-Fail" will be entered on the student transcript and the hours successfully completed will count as credits for graduation. Hours graded "Pass or Fail" will not be included in the computation of the student's grade point average. (Policy reviewed by Committee on Instruction April 1973).

The grade report will show a mark of S for passing (Satisfactory) work and U for failing (Unsatisfactory) work.

II DETERMINING GRADE-POINT AVERAGE

The grade-point average for each student is computed on a semester and on a cumulative basis. For any course the number of quality points assigned is the product of the number of semester hours credit and the quality points corresponding to the grade earned. A grade-point average for any period is determined by dividing the quality points earned during that period by the number of semester hours completed during the same period. The number of semester hours completed includes all for which grades of A, B, C, D, E, or WE have been assigned.

Only grades for courses completed at this college are used in computing the grade-point average.

All grades A through E and WE earned at State University College at Oneonta (but not grades of S. U. W. WS, INC and PEN) will be used in computing grade-point averages. This includes both grades earned when the student has repeated a course initially taken after June 1966.

III RETENTION STANDARDS

A. Retention in the College

Any student whose cumulative grade-point average falls below 2.00 is either placed on academic probation or dismissed from the college.

The following cumulative grade-point averages are used to identify students who are subject to routine dismissal for academic reasons. These may not necessarily apply in instances in which the student's most recent semester average is above 2.00:

	Below
1st semester or 0-15 hours	1.00
2nd semester or 16-29 hours	1.70
3rd semester or 30-45 hours	1.85
4th semester or 46-60 hours	1.95
5th semester or above 60 hours	2.00

Transfer students (who have been granted 15 hours or more towards their degree) must meet the level of accomplishment appropriate to their rank with the exception of the first semester which will have as a minimal standard 1.50. Transfer students shall have their grade-point averages established by grades earned at Oneonta.

Students may be dismissed for failure to maintain academic progress even if they achieve the above cumulative grade-point averages or a cumulative average of 2.00 if in the judgment of the Student Progress Committee their performance is insufficient for retention. Students need not be on probation before being dismissed.

Faculty members are invited to turn in reports on students to the office of the Dean of Students at any time. Such reports may be either favorable or unfavorable in nature. Faculty members are requested to file a carbon of reports given students whose work at mid-term is unsatisfactory.

The Committee on Student Progress and Status reviews the records of students who are making unsatisfactory progress at the end of each academic period. The committee may decide to dismiss, place on probation, keep on probation, or declare ineligible to register until certain conditions are met. The committee also considers applications for readmission or reinstatement, waivers of degree or residency requirements, appeals from earlier decisions, requests to start a new grade-point average, and applications for admission by students who have been academically dismissed from their colleges.

Membership of the committee consists of the Vice-President for Academic Affairs, two representatives from the Office of the Dean of Students, the Registrar, the two undergraduate deans, and five elected faculty members. When a particular student is being discussed, his instructors and adviser are welcome to participate in the discussion. When there are medical problems, the college physician is asked for advice.

B. Retention in a Program

Independent of the all-college retention standards many departments require that a student maintain a passing average (2.00 or better) in his major as a criterion for remaining enrolled in that major.*

Department criteria are as follows:

1. A student may be dropped from his major, by his department, at the end of his junior year if he does not have a 2.00 average in his major at that time.
2. A student may be dropped from his major, by his department, if he compiles three initial grades of D or E in the major.
3. A student will not receive his degree unless he has achieved a 2.00 average in all work taken in his major.
4. A department may waive the above requirements.
5. Students may be dropped from a teacher education program because of speech defects or other physical or psychological characteristics which clearly make the student unsuited for teaching.
6. Departments wishing to impose standards that are not a part of any course but that are related to competence or skills needed in the program may submit proposals for inclusion of these standards to the Curriculum Committee.

*The major is defined as the academic discipline or approved interdisciplinary sequence and does not include required supporting courses unless these courses are counted in the major.

IV ADMISSION AND ELIGIBILITY FOR STUDENT TEACHING

Only students enrolled in teacher education programs should apply for and be admitted to student teaching. Liberal arts majors are ineligible for student teaching under the current academic policies.

Applications are filed for student teaching not later than the beginning of the sixth week of instruction in the semester prior to student teaching. Department chairmen may require filing at an earlier date. Student teaching is done during a specific semester or a portion of a semester as indicated by the student's curriculum pattern. Normally students spend one semester on campus prior to student teaching.

Student teaching is a full time assignment. Students should not be engaging in college activities either of an academic or non-academic nature. There may be an occasional legitimate case in which a student may request permission, and be allowed, to undertake an additional activity. In these cases, a student must submit a petition through the coordinator of his student teaching program. Permission will be granted or denied by an ad hoc committee of three people including the Dean of Professional Studies, the coordinator of the student's student teaching program, and the chairman of the department in which the activity is scheduled.

At the time of admission to student teaching the students enrolled in teacher education programs must have met the following requirements:

1. The student must complete the total amount of work designated in his program as prerequisite to student teaching. The total will include some required professional courses, required courses in the concentration, specialization and/or major, and additional courses to make up the total.

2. Attainment of cumulative scholarship average of "C" (2.00) or better in each of the following is required:
    a. all college work at the time of beginning student teaching.
    b. professional education and psychology prerequisites.
    c. courses in the major subject sequence related to the teaching field.
3. Attainment of not more than three marks of "D" or "E" (initially) in courses in the major teaching subject.
4. Removal of all incomplete and pending marks in required courses including non-credit courses.
5. Acceptance by the medical staff of the Health Center of a Tine Test (tuberculin) report.
6. Approval by the appropriate department chairman which will include the meeting of any specific departmental requirements.

V FACULTY REPORTS ON A STUDENT'S ACADEMIC PROGRESS

The instructor should give a written deficiency report to the student as soon as an unsatisfactory mid-term grade has been determined. Forms for this report are available from the Department Chairmen. The carbon copy should be sent to the Dean of Students for filing. Instructors are asked to initial this report so that there is evidence that students have received it. If the students are not available to receive the notice, both copies should be sent to the Dean of Students for follow-up. (Approved May 19, 1971, Deans and Directors).

VI DEAN'S LIST AND GRADUATION WITH HONORS

In addition to the various honors citations which reflect outstanding academic achievement for an entire undergraduate career, the College prepares a Dean's List on a semester basis.

The Dean's List is a roster of superior scholars. A student achieves the Dean's List if he has a semester grade-point average of 3.50 for a minimum of 12 credit hours of work with a qualitative letter grade and no more than one grade of incomplete or pending. The student receives a signed copy of the Dean's List in recognition of his achievement.

ACADEMIC PROGRAM

I DEGREE REQUIREMENTS

On April 12, 1971, the faculty approved the following requirements for the B.A. and B.S. degree.

A. The B.A. degree represents broad coverage of the major fields of knowledge. At SUCO, the B.A. degree will be granted to students who have completed

1. at least 122 s.h. including at least 90 s.h. in traditional arts and sciences courses, as required by the State Education Department; and

2. an approved major, with no more than 45 s.h. of the required 122 s.h. in any one discipline (offering of one department) or approved interdisciplinary major; and

3. at least three semester hours in each of seven (eight for the General Studies major) disciplines other than the major field, including at least six semester hours in each of the three broad areas of (1) the humanities, (2) the social and behavioral sciences, and (3) the natural sciences and mathematics; and

4. at least 54 s.h. in 200-level courses; and

5. health and physical education activities as required by SUNY or the State Education Department.

B. The B.S. degree represents greater specialization. At SUCO, the B.S. degree will be granted to students who have completed

1. at least 122 s.h. including at least 75 s.h. in traditional arts and sciences as required by SUNY; and

2. an approved major, with no more than 60 s.h. in any one discipline (offering of one department) or approved interdisciplinary major; and

3. at least six semester hours in each of the three broad areas of (1) the humanities, (2) the social and behavioral sciences, and (3) the natural sciences and mathematics; and

4. at least 54 s.h. in 200-level courses; and

5. health and physical education activities as required by SUNY or the State Education Department.

C. The three broad areas include the disciplines or courses which are listed below. All courses meeting distribution requirements (items A.3. and B.3.) must be classified as liberal arts courses; some courses in Education and Home Economics are so classified.

Humanities	Social and Behavioral Sciences	Natural Sciences--Mathematics
Art	Area Studies	Biology
Music	Anthropology	Chemistry
Speech	Sociology	Physics
Theater	Economics	Earth Sciences
Philosophy	Geography	Science
Foreign Languages	History	Mathematics
English	Political Science	Statistics
	Psychology	
	Home Economics	

D. In addition, there is a minimum requirement for students graduating prior to June 1977 that 30 s.h. including the last 15 must be taken in residence. For students graduating after June 1977, a total of 45 s.h. including 30 of the last 60 must be taken in residence. At least one half of the required courses in the major department must be taken at SUCO. (Faculty Action 3-6-73).

E. Students enrolled in the college prior to June 1971 have the option of completing their degrees under basic curriculum requirements previously in existence. These requirements are:

1. One course in each of two fields chosen from art, music and theatre 6 s.h.
2. One course in composition or literature; one course in literature; one course in speech or literature 9 s.h.
3. One course in either philosophy or psychology 3 s.h.
4. One course in each of three social science disciplines 9 s.h.
5. One course in mathematics 3 s.h.
6. One course in biology or earth science; one course in physics or chemistry; one science elective 9 s.h.
7. One course in health 2 s.h.
8. Three semesters of physical education activities plus a swimming requirement which may be met by passing a test or completing P.E. 111.

F. Students who have received A.A. or A.S. degrees from two-year units of the State University are considered to have met both the old basic curriculum and the new distribution requirements. This is not true of holders of the A.A.S. degree.

G. Under the old basic curriculum and degree requirements, the B.A. degree required two years of college study of a foreign language or its equivalent, and the B.S. degree required one year of college study of a foreign language or its equivalent, or a year of statistics. Two years of one high school language is the equivalent of one year of college language. The B.S. in Ed. does not require either foreign language or statistics.

H. Since there are no State University or State Education Department regulations restricting the offering of liberal arts courses to specific college departments, designation of courses as liberal arts or non-liberal arts will be solely on the basis of the criteria set by the State Education Department and in accordance with relevant local rulings as determined by the faculty. (Approved Curriculum Committee 10-25-71).

II ACADEMIC PROGRAMS

A liberal arts student chooses a major field from the following list: art history, art studio, biology, Black-Hispanic Studies (must be taken in conjunction with another major, specialization, concentration, or approved program), chemistry, earth science, economics (choice of three programs), French, general studies, geography, geology, German, history (emphasis on either U.S. or European), literature, mathematics, meteorology, music, philosophy, physics, political science, psychology, sociology, Spanish, speech and/or theatre, and statistics.

Students may take dual majors, but general studies may not be part of a dual major option, except for preprofessional programs. (Curriculum Committee 3/27/72).

On March 27, 1972, the Curriculum Committee approved a statement allowing departments to establish minors and on April 17, 1972, the Curriculum Committee approved a statement allowing only one minor to be recorded on the student's transcript.

A secondary education student must complete a professional sequence of approximately 18 s.h. including a student teaching experience plus a sequence of courses in the academic subject which he is preparing to teach. This program leads to certification in grades 7-12. The academic subjects include biology, chemistry, earth science, English, French, German, mathematics, physics, social science, Spanish, and speech.

An early secondary education student must complete a professional sequence of approximately 39 s.h. including a semester of student teaching and a specialization in an academic area. This program leads to certification in grades N-9. The areas of specialization include English, French, German, general science, mathematics, social science, and Spanish.

An elementary education student must complete a professional sequence of approximately 39 s.h. including a semester of student teaching and a concentration in an academic area group of liberal arts courses which with the degree distribution requirements totals 41 s.h. The areas of concentration include art, English, French, German, literature, mathematics, music, philosophy, psychology, Russian, science, social science, Spanish, and speech and/or theatre.

The Home Economics Department offers two programs: one in teacher education and one in general home economics. The teacher education program leads to a baccalaureate degree and provisional certification for teaching home economics in grades seven through twelve. In addition, this program prepares students to teach home economics in adult programs, to serve as home economic consultants in elementary schools, and to work with the Cooperative Extension Service. The program includes 45 s.h. in home economics and 24 s.h. in professional education.

The general program leads to a baccalaureate degree with options of a general program or pursuing a special interest in the areas of Child Development and Family Life, Clothing and Textiles, Food and Nutrition, Management and Equipment. It is also possible to complete the academic requirements of the American Dietetics Association.

The school-nurse-teacher education program leads to provisional or permanent certification and is designed to increase the professional competence of practicing school nurse-teachers.

Students may also meet the requirements for admission to the professional schools of engineering, law, dentistry, medicine, and veterinary medicine.

Specific requirements of all of these programs may be found in the Undergraduate Advisement Handbook.

III. INDEPENDENT STUDY

The purpose of independent study is to allow a student to pursue under the guidance of a faculty member a project that does not fit within the framework of a regular course offering. It is intended to be a truly independent project of a special nature which may carry from one to six semester hours of credit. Students interested in independent study should realize that it is a rigorous intellectual exercise which requires more self-discipline than the ordinary course. The instructor's role is one of adviser, consultant, and evaluator.

Independent study is not designed for small or large group instruction. Students and instructors with group projects should develop them as regular course offerings or seek their approval from the Committee on Educational Experimentation as part of the Experimental College. Independent Study is not a device for allowing students to gain credit for courses from which they would otherwise be barred (undergraduates taking 300-level courses). Finally, independent study should not be used as a means of registering for a course not offered in the current semester. This may be accomplished simply by the filing of an individual course enrollment form with the Registrar.

The student who wishes to pursue independent study must secure a faculty sponsor who will guide the study. Together, the student and his sponsor will prepare a description of the project which will be entered on a form obtained from the Registrar's office. The completed form must be signed by the sponsor, the chairman of the department within whose discipline the subject of the study falls, and the coordinator of independent study. For undergraduate students, the coordinator is the Dean of Liberal Studies and for graduate students the coordinator is the Dean of Graduate Studies. Courses appear as -199 or -299 Independent Study in ___________ for undergraduates and -399 Independent Study in ___________ for graduates.

To be eligible for independent study, the student generally must satisfy the following conditions:

1. Completion of at least one semester's work in a degree program at SUCO.
2. A cumulative average of at least 2.00, unless there are extenuating circumstances.
3. Adequate background for undertaking the project.
4. No more than six semester hours of work in independent study during any one semester, nor more than a total of 30 semester hours in independent study toward a degree.
5. File the independent study form for the project with the coordinator of independent study no later than two weeks after the beginning of the term.

The following exceptions to the policy should be noted.

1. The independent study program in the exotic foreign languages is a closely structured program that places it outside the limitations above. It may be taken at any time and would not count as one of the two independent studies allowed in any one semester.

2. In some cases if a student finds it necessary to leave the campus for a semester or two to complete his degree in absentia, the rule limiting a student to two independent study projects in one semester may be waived at the discretion of the Coordinator of Independent Study.

IV INTERDISCIPLINARY STUDIES

Interdisciplinary majors may be offered by two departments in a combined program when no other department offers such a major. Prior approval must be given by the Curriculum Committee. This could also be accomplished in areas of concentration within the General Studies Major. Interdisciplinary courses will be labelled INT-D. (Approved Curriculum Committee 4-10-72).

Dr. Ferdinand Ermlich is assistant to the Vice-President for the development of interdisciplinary programs. Faculty members interested in proposing interdisciplinary courses or programs should contact him.

The college has recognized the need for interdisciplinary courses for some time. A course labelled interdisciplinary is assumed to be an integration of the subject matter of two or more departments in which the student might count credit for the course. Such credits may be counted toward a major. (Approved Committee on Instruction 11-11-71).

Students should designate at time of pre-enrollment their choice of department in which to receive credit for INT-D courses. Class rosters should indicate the department choice of each student.

V HONORS PROGRAM

A college Honors Program, begun in September, 1968, with honors courses for qualified first-year students, is open, in some of the College departments, to all qualified students. The number of registrations in Honors courses is limited. Offerings will vary in different disciplines, and at times for individual students, but will provide, under special faculty guidance, opportunities for wider reading, discussion, and investigation, for creative experiences in laboratories and studios, and for interdisciplinary colloquia. For further details and for a list of 1974-75 Honors courses address the Director of the Honors Program.

Seniors who have maintained a 3.50 GPA graduate with honors, and those with a 3.80 GPA with highest honors. Those with a 3.50 GPA in their major or academic specialization will receive department honors. Transfer students must complete 18 hours in the major and maintain a 3.50 GPA for department honors. (Approved Curriculum Committee 4-17-72).

VI EDUCTION PROGRAM

The philosophy and practice of self-eductionism have been created and developed by Kent D. Lawson, Professor of Physics at the State University College at Oneonta and originator and director of the Eduction Program. The purpose of the Eduction Program is to enable students, faculty, and others to become self-educting, i.e., to increase their own growth (and that of others) as persons while overcoming obstacles and difficulties, e.g., gaining understanding of and insights about academic disciplines.

The Program attempts to make self-eductive courses available in any academic discipline and to extend the practice of self-eductionism into any educational level and to any area of living. In order to enable such courses and practice to exist and be effective, the Program provides conference-, training sessions, workshops, seminars, and courses for initiators of self-eduction in others. The various kinds of contact with initiators are designed to demonstrate 1) eductive methods of attack on given obstacles and course content, 2) eductive development of new content for courses, 3) eductive creation of broad curricula, educational policies, and educational philosophies, and 4) eductive work on the principles of self-educationism _per se_ and on its application to the reduction of particular and categorized obstacles and to the development of eductive philosophies of living in general.

For more information about the Program, the eductive courses available, and the status of pilot curricula and programs, contact Dr. Kent D. Lawson at the Physical Science Building.

VII EXPERIMENTAL COLLEGE

In the spring of 1970, the College Curriculum Committee recommended the establishment of an Experimental College under its general supervision for a limited period of time. The Experimental College is under the immediate supervision of a Committee on Educational Experimentation which consists of five students and five faculty members. Both the Curriculum Committee and the Committee on Instruction are represented on the Committee on Educational Experimentation by an ex officio member. Like all other academic programs, the Experimental College is responsible to the academic officers of the college. In this [illegible] responsibility is to the Dean of Liberal Studies.

Students who have proposals to submit for credit present them to the Committee on Educational Experimentation for approval. The proposals conform to the following set of guidelines:

1. General statement of what the student plans to do and the method of approach.
2. The educational objectives which the student hopes to achieve.
3. The method of evaluation.
4. The source of funds (when special funds are required). (The Experimental College has no budget).

Part time students are not eligible for enrollment in Experimental College. (Curriculum Committee 5-3-71).

VIII HARTWICK EXCHANGE PROGRAM

Through a cooperative arrangement, students from Hartwick or SUCO may enroll in courses on the other campus without having to pay fees. The program is coordinated through the Academic Vice President's Office on the SUCO campus and through Dean Bates' office on the Hartwick campus. The following guidelines govern registration:

1. A student may not register at Hartwick for a course available on the SUCO campus even if that course is not offered this semester. There may be an exception for a student whose graduation plans might have to be postponed.

2. The student may consult a schedule of classes in the Office of the Vice-President Ad 340. If a student selects a course, the secretary will call Hartwick to see if openings exist, and if so the registration will be made without charge to the student.

3. Most Hartwick courses are 75-80 minutes necessitating careful scheduling.

4. Generally, courses in Latin, Greek, religion and archaeology are the ones not available on the SUCO campus, but there are also some specialized courses in other areas. (Approved by Committee on Instruction 11-12-70).

IX STATE UNIVERSITY INDEPENDENT STUDY PROGRAMS

The State University of New York through its Office of Continuing Education offers courses for credit through the Independent Study Program (Correspondence Courses). The College recognizes credits earned through the Independent Study program. At the present time, SUCO students must enroll in these courses through another unit of the State University which is listed as a sponsoring institution. The credits earned are then transferrable to SUCO in the same manner as any other credits, on an official transcript of the sponsoring institution. Regularly enrolled SUCO students should obtain prior approval before enrolling in Independent Study courses, if they expect to apply the credits to a degree program at SUCO. Students, not currently enrolled, who anticipate the transfer of Independent Study credit to SUCO, should seek advice before registering for the courses.

Inquiries concerning Independent Study courses should be sent to Mr. Robert B. Nichols, Director of Continuing Education.

X STUDY ABROAD

Brochures and other information concerning study abroad opportunities are available in the Office of the Director of International Education in Ad 332B.

A. Programs in Germany and Austria
   1. The college in conjunction with SUNY Albany operates a full-year program at the University of Wurzburg, Germany.
   2. The college also offers a smaller program at the Paedogogische Hochschule (Teachers College) in Bonn.
   3. There is also an intensive German language and civilization program at Bregenz, Austria, co-sponsored with SUC Oswego.

B. Programs in Israel
   1. The college offers full-year programs at the Hebrew University of Jerusalem and Tel Aviv University.
   2. For students who choose for one reason or another to spend only a summer studying in Israel, the college has offered since 1967 a summer social science course in "Modern Israel." An eight-week course given by the program director and professors of the Hebrew University, Bar Ilan University and University of Haifa, it is supported by opportunities for touring Israel, supplementary lectures by experienced Israeli officials, and meetings with leaders in many walks of Israeli life.

C. Program in England

The college offers a summer program at Hockerill College where SUCO students enroll in a variety of courses taught by Hockerill professors.

D. Programs in Asia and Africa

The college is initiating a program with Weinan Gakuin University in Fukuoka, Japan.

The college also participates in the SUNY-wide exchange programs that have been initiated with African Universities, principally the University of Ibadan.

E. Programs in Puerto Rico and Latin America

Exchange programs in these areas have been revived and extended. Participation is state wide, with SUC at Oswego coordinating the program.

F. Other Opportunities

Students may also elect to participate individually in study abroad by enrolling directly with a foreign institution or in overseas programs administered by other American colleges. Students should get prior approval from their Oneonta faculty adviser, and ascertain the semester hours of credit that will be granted by this college.

XI OTHER APPROVED OFF-CAMPUS PROGRAMS (See also Academic Leave of Absence Policy pp. 34-36 in this Part of the Handbook)

The Department of Home Economics has a cooperative relationship with the Merrill-Palmer Institute of Detroit, Michigan, which permits selected SUCO home economics students with a special interest in family life or child development to study at Merrill-Palmer for one or two semesters of their junior or senior years.

At the present time, the college has cooperative programs with the Schools of Engineering at the Polytechnic Institute of New York and at SUNY Buffalo. Under this plan, a student completes three years of study in the liberal arts and sciences. If the student's record is good enough (usually a minimum average of B is required) the college will recommend to the University that he be accepted for an additional two years of study in a specialized field of engineering. At the end of five years, the student should have earned a B.A. degree from the College at Oneonta and a B.S. in Engineering from the engineering school.

The College at Oneonta offers no engineering courses on its campus but offers a complete program in the fields of mathematics, physics, and chemistry. Students interested in transferring from Oneonta to other engineering schools may major in one of these fields and make arrangements for transferring on an individual basis.

ACADEMIC ADVISEMENT

I OFFICE OF ACADEMIC ADVISEMENT

This office, located in Room 116 of Science Building No. 1, coordinates undergraduate academic advisement.

The specific functions of the Office of Academic Advisement are:

1. Academic orientation and preregistration of entering students (in cooperation with Offices of Admission, Associate Dean for Academic Affairs, Dean of Students, and Director of Registration).
    a. Supplies information for prospective students.
    b. Organizes academic orientation and preregistration of entering students, including freshmen, transfers, and readmits.

2. Centralization of academic advisement functions for present undergraduates (in cooperation with other college offices departments as appropriate).
    a. Updates and distributes information sheets about courses, curriculum requirements in major fields, and pertinent academic policies.
    b. Coordinates the faculty adviser program, including mechanics of assignment and orientation of faculty advisers.
    c. Establishes, in close cooperation with the Director of Registration, procedures used by students to declare and change their major fields.
    d. Maintains an information file and coordinates orientation programs for preprofessional programs.

II ROLE OF THE FACULTY ADVISER

Each student is assigned an adviser whose main function is to help the student plan each semester's schedule according to the published requirements of the student's declared program. The advisement program should continue throughout four years (less for transfer students). The adviser should supplement the instructor and, when necessary, should refer students to appropriate specialists in the academic or student personnel areas. Freshmen students are advised by members of the Dean of Students' staff (especially the student's dormitory director); liberal-arts General Studies majors are advised by Professor Paul Collins, Chairman, Department of Philosophy; all other students are assigned an adviser in one of the student's major fields of interest. Although the adviser does not have to sign a student's Course Request Card, the adviser should meet periodically with his advisees to review their academic progress. A student may change his adviser by obtaining the proper form from the Registrar's Office and following the instructions on the form.

III ROLE OF ACADEMIC DEANS

The Deans of Professional Studies and Liberal Studies are responsible for determining whether or not students have met the degree requirements, for approving off-campus work, for granting academic leaves of absence, for waiving residence requirements, for readmission of students, for authorizing undergraduates to register in graduate courses for undergraduate credit, for reviewing programs and keeping them current, and for seeing that the academic policies, procedures, and regulations are followed.

If faculty members have questions concerning academic matters, they should consult their department chairman first and then the appropriate academic dean.

IV ADVISEMENT OF PREPROFESSIONAL STUDENTS

The chief adviser for students in premedicine and related areas is Dr. Lawrence Armstrong, P.S. 213, Telephone 3187; for pre-engineering, Mr. John Truman, P.S. 114, Telephone 3394; and for prelaw, Dr. Hoyt Jackson, Ad. 328, Telephone 3278. Other assistance concerning preprofessional studies may be obtained from Dr. Emery Will, Office of Academic Advisement, S116, Telephone 3705, and from Dr. Alexander Acholonu, Dean of Liberal Studies, Ad. 107, Telephone 2521.

COURSES

I COURSE NUMBERING SYSTEM

During the 1966-67 academic year the College revised its course numbering system. The new numbering system and its explanation are as follows:

The system is a three-digit one in which the first digit represents the level and the last two digits represent sub-areas of a discipline.

The 100-level courses are those introductory courses which have no prerequisites and which are usually taken in the freshman and sophomore years. The 200-level courses are open to both graduate and undergraduate students. Normally students will complete 100-level courses in the first two years and not take 200-level courses until the junior year. The 300-level courses are reserved for graduate students, except for an occasional senior who may be permitted to enroll under the policy stated on page 23 of this part of the handbook. The 400-level courses are advanced graduate courses open only to students who have completed 15 s.h. of graduate work.

II POLICY AND PROCEDURE FOR PROPOSING NEW COURSES AND DROPPING OLD COURSES (Approved by Council of Department Chairmen 10-16-72).

A. Procedures for Approving New Courses

1. Approval by the department, or the departments in the case of an interdisciplinary course.

2. Submission of duplicate copies of the approved form to the appropriate dean, or deans in the case of interdisciplinary courses which involve departments in both the liberal studies and professional studies areas.

3. Approval by the appropriate dean, or deans. The dean or deans may approve or disapprove new courses, but in the case of disapproval appeal may be made to the Course Committee (formerly the New Course Committee), and then to the Curriculum Committee. Unless agreement is reached between the dean and either the Course Committee or the Curriculum Committee, the case will reach the Vice-President for Academic Affairs for decision.

4. Where special committees exist as in the areas of statistics, the dean will consult the committee before making a decision.

5. After a new course has been approved, the appropriate dean will notify the associate dean who will maintain the official course file.

B. Duties of the Course Committee

1. Hear appeals from decisions of the dean or deans.

2. Carry on a constant review of department offerings and point out to the academic deans and departments areas which seem to need study with a view to renumbering, eliminating, and concolidating courses.

3. Check on whether courses are offered at least once each three years and notify the associate dean to drop from the official list courses not offered within the time limit.

C. Criteria to be used in approving new courses

1. The subject matter involved should be clearly within the domain of a single department. If the course is of an interdisciplinary nature or trespasses into another department's domain, then the details should be worked out by the departments involved.

2. Appropriate number of courses for the size of the department and the number of programs it offers. Careful attention should be given to the number and kinds of courses taught by each member of the faculty. There should be a limit to the number of different upper division courses that a faculty member is qualified to teach.

3. While this limit may vary depending on the field, the academic dean should establish an understanding with each department as to the appropriate limit.

4. Proposed new courses which overlap significantly existing courses should not be approved.

5. Criteria are being developed for differentiating between 100 and 200-level courses, and for defining liberal arts courses.

D. Timing

1. No new course may be offered without the approval of the appropriate dean or the Vice-President for Academic Affairs. Thus all proposals for courses to be offered in the fall must be submitted to the appropriate dean not later than February 1; all courses to be offered in the spring must be submitted to the dean not later than September 15; all courses for the summer must be submitted to the dean not later than January 15. The only exception to the deadline will be in the case of courses offered in response to student petitions.

2. The dean must inform the department of the action taken on the proposed new course within 15 days after being received by the dean.

E. Course description

All course descriptions should be clear, concise, and include the following items:

1. Specific course objectives.

2. List of topics to be covered and the approximate amount of time devoted to each topic.

3. Appropriate prerequisites and corequisites.

4. Suggested required texts.

5. When the course will be taught (each semester, alternate spring semesters, summer only, etc.).

6. Designation as liberal arts or non-liberal arts.

7. Intended clientele (seniors only, majors only, non-majors only, etc.).

8. Unusual expenses to the student (travel, equipment, supplies, etc.).

9. Unusual scheduling (intensive short-term, etc.).

10. Indication of overlap with other courses (closed to students who have taken --).

F. Miscellaneous policies and procedures

1. A department may establish a course entitled "special topics" or something similar which may be used to offer courses on an experimental basis. A particular special topics offering for a semester should be cleared with the appropriate academic dean.

2. Courses not offered once every three years will be automatically dropped from the catalog listing.

3. Courses in the hands of the New Course Committee but not approved as of January 1, 1973, will be resubmitted to the appropriate academic dean or deans on new forms for approval under the procedure outlined in this document. The same procedure applies to all courses temporarily approved by the Vice-President for Academic Affairs.

4. The Course Committee will make a list of all courses referred to in C above, and transmit the list to the department chairmen so that there will be an opportunity for departments to request a review of any course.

5. The deans will publish in the first SUCO Bulletin of each month a list of courses which have been approved tentatively during the preceding month. If there is no request from a department for review of the course within 30 days after publication in the Bulletin, the course will stand approved.

6. The Curriculum Committee will continue to exercise its right to review all programs and course offerings.

7. The faculty in approving new programs may approve new courses which are thus freed from following the procedures outlined in this document.

G. Students may petition for a new course in accordance with the following procedures:

1. A student new course petition will be submitted to the appropriate dean, i.e., Dean of Professional Studies, Dean of Graduate Studies, or Dean of Liberal Studies.

2. The Dean will forward the petition to the appropriate Department Chairman if the course falls within a single department's subject area or to the Curriculum Committee if the course in interdisciplinary.

3. Departments are encouraged to confer with several student authors of the petition prior to reaching a decision about the course within the department.

4. The department will discuss the feasibility of offering the course and decide whether or not the course can be offered. The department will familiarize the petitioners with the substance of their decision and the reasons for their decisions.

5. If the department feels that it is feasible to offer the course it will be forwarded as outlined in Paragraph A above. Existing submission deadlines will not apply to these courses.

6. Student petitions for new courses will require the signature of thirty students who would take the course if scheduling considerations permit.

7. If the petition is not submitted in time to complete action and scheduling prior to the start of pre-enrollment the course will have to be offered on an "Hours-To-Be-Arranged" basis. This may require evening or Saturday scheduling of the course.

8. Nothing in this procedure shall be construed as curtailing the existing prerogative of students to confer with faculty members or departments relative to course desires.

III COURSE SUBSTITUTIONS

If a student wishes to substitute a course for one of the courses required by his program he makes his request on a course substitution form which requires approval by the adviser and the chairman of the department which offers the course being replaced. If the substitution crosses departmental lines or where credit is transferred from another institution, approval is required by the appropriate academic dean.

This process may result in the waiving of a required course for a qualified student and the permitting of him to substitute an equally or more advanced course within the same subject area. The Departmental Chairman shall be responsible for insuring that all certification requirements in the area are met.

The form entitled Request for Course Substitution should be requested from, and filed with, the Office of the Registrar, Ad 132.

IV ADMISSION TO AND RETAKING COURSES

A. No student shall be excluded from any course because of personality, race, religion, degree of political activism, or personal beliefs. (Approved by Committee on Instruction 11-11-71).

B. A student may retake any course in which he received a "D" or an "E" if his adviser approves. He may retake any course in which he received a "B" or "C" only with the approval of both his adviser and the chairman of the department offering the course. However, both course attempts and the grades earned remain on the student transcript and are computed in the student's grade-point average, but the student receives credit only once for a given course.

V EVENING, SUMMER SESSION, AND CONTINUING EDUCATION COURSES

Generally, the same rules apply to those undergraduate students studying part-time in the evening or summer session as if they were enrolled in regular session. However, these students must determine whether or not certain courses are available for them and they must receive advisement from their adviser, get their course requests signed, and file them with the Office of Continuing Education prior to the registration deadlines.

Undergraduate students desiring to register in graduate courses for graduate credit must obtain the appropriate form in the Registrar's Office, complete it, and return it to the Dean of Graduate Studies for approval.

Faculty members are requested to file all grades promptly because many times students are going on to graduate schools, awaiting salary increments, or have jobs pending successful completion of certification requirements.

In most instances the courses offered in continuing education are for college credit. Students interested in continuing their education on a part-time basis through the summer session program or evening and extension courses must be found acceptable by State University College at Oneonta. Graduate students should contact the Dean of Graduate Studies for information and an application to graduate school. Undergraduate students should contact the Admissions Office for advisement and applications.

VI AUDITING OF COURSES

The college does not encourage the admission of students as auditors. The auditing of courses is considered most appropriate when used to expand the educational experiences of enrolled students or faculty members of the college. However, when space and circumstances permit, others may be permitted to audit courses.

The following SUNY policies apply. Auditors will:

1. Not be charged any tuition or fees.
2. Not be enrolled and listed in registers for such course.
3. Attend without credit.
4. Attend without formal recognition.
5. Not be required to meet the requirements of the course.

The following SUCO policies also apply:

1. Prospective auditors must have the permission first of the Director of Registration, then of the instructor of the course.
2. Auditors may not register until regular registration is completed.
3. Auditors will not ordinarily be permitted to audit studio courses or the laboratory or field work portions of courses, or other course experiences which require individual attention or special arrangement.

4. Auditors unaffiliated with the college will have only the privileges of library visitors; they will not have borrowing privileges.
5. Auditors may not use space or equipment needed by regularly enrolled students.
6. Students will not be permitted to audit courses in order to prepare for subsequent enrollment in those courses.
7. Students will not be permitted to audit courses in order to make up work in a course for which they received an Inc. grade.
8. Only one course may be audited in a given semester.
9. No high school student shall be permitted to audit without specific permission from the high school authorities.
10. An auditor may be barred from course attendance at any time.
11. No more than 12% of enrolled class size may be added as auditors.
12. Priority for auditors shall be as follows:
    a. SUCO students
    b. SUCO faculty
    c. Other school or college faculty
    d. Others

VII COURSE WITHDRAWALS AND ADDITIONS

A student may initiate a request to withdraw from a course. A student may withdraw from any semester-length course without penalty prior to the official mid-term date as published in the college calendar. In short-term courses such as mini courses, half-semester and P.E. courses, withdrawals may be made without penalty up to the midpoint of the course. The student may arrange for this withdrawal by signing the appropriate form at the Registrar's Office, although he is free to consult with his instructor for advice concerning the withdrawal. The Registrar will record a grade of W for the student. The Registrar will report the withdrawal to the instructor. If a student withdraws from a course after mid-semester, he shall receive a mark of WS or WE as determined by the instructor. Even after mid-semester the instructor, in consultation with the Dean of the College or the Dean of Students, may award a W grade when extenuating circumstances exist. WE grades shall be treated as E grades in computing the cumulative grade point average.

If a student withdraws from college his grades will be established on the basis of the foregoing policy for course withdrawal.

There will be no separate registration for the adding of quarter courses or other short-term courses except for student teachers returning to campus. Student-teacher quarter course registrations must take place during the first five instructional days of the course desired. All other quarter course registrations should take place at the beginning of the semesters. Summer session students may be permitted to add a course or courses during the first two days of class instruction.

All independent study requests must be filed with the Coordinator of Independent Study in conformity with the deadlines stated above.

There will be no exceptions to the policies on course additions.

MISCELLANEOUS POLICIES

I GUIDELINES FOR STUDENTS WITH ACADEMIC GRIEVANCES

The Subcommittee on Student Undergraduate Academic Grievances became a permanent subcommittee of the Committee on Instruction by action of the Faculty Senate on September 24, 1973. The following statement of Guidelines for the Subcommittee was approved at the same time.

A. Purpose

The Subcommittee on Undergraduate Student Academic Grievances is founded to ensure a fair, orderly, and expeditious consideration for any student who feels that he may have individual grievance relating to such matters as grading practices, application of curriculum restrictions, nature or method of instruction, or content of courses. A student's dissatisfaction with an instructor's grading judgment does not constitute a grievance.

B. Membership

The Subcommittee shall consist of two undergraduate students and two alternates (chosen in the same way as students on other college committees), two faculty members and two alternates elected by the faculty, and one administrator appointed by the Vice-President for Academic Affairs. The administrative appointee and the faculty members shall serve three-year terms except that in the initial election one faculty member will be elected for a two-year term. Students shall serve one-year terms.

C. Standards

The Subcommittee shall adjudicate each case according to common and accepted academic practices. It shall sustain grievances where instructors have not employed such practices and reject grievances where instructors have employed such practices.

D. Procedure

1. Students having academic grievances should adhere to the following procedure: (the College Ombudsman may be consulted regarding procedural matters.)

Step 1. Confer with the instructor involved in an attempt to solve the problem.

Step 2. Confer, if still unsatisfied, with the Student Academic Grievance Committee of the department involved in a second effort to achieve a resolution. A department should first determine if the matter brought to it is grievable under existing policies. If the matter is grievable, the departmental grievance committee should attempt to arbitrate differences. After its attempt to arbitrate the grievance, the departmental committee should inform the student whether or not it has secured a solution agreeable to both parties. If the arbitration fails, the student may carry his grievance to the College

Committee on Student Academic Grievances, where it will be adjudicated. The department committee does not have the power to adjudicate.

Step 3. Confer, if still unsatisfied, with Subcommittee on Undergraduate Student Academic Grievances within thirty days of department consideration.

2. The Subcommittee will use its own judgment of common and accepted academic practices in reviewing the acceptability of particular academic practices and their applications to the grievances in question.

3. The Subcommittee will consult with the student(s) involved and other relevant parties in its effort to reach a decision. (The Director of Student Teaching will be consulted in appeals involving student teaching at the elementary school level.)

4. After considering a grievance, the Subcommittee shall designate a specific course of action or disposition. The Subcommittee shall give in writing to all direct parties of a grievance a statement of its disposition and a justification of its decision. The Subcommittee's decisions shall be final and shall be justifiable according to accepted, academic practice. Accepted academic practice may be defined by the Faculty in meeting and the Committee on Instruction shall move for such a definition when requested to do so by any party to a grievance. Such definitions shall be binding upon the Subcommittee.

II CLASS ATTENDANCE AND FIELD TRIP POLICY

A. Primary responsibility for attendance rests with the student. It must be understood by the student that no excuse from classes to participate in curricular or extracurricular activities can provide exemption from the responsibility for information and understandings covered during the class or laboratory periods missed while the student is participating in such activities. Thus, even though the student has an excuse to be absent from class or laboratory periods to participate in curricular or extra-curricular activities he cannot use this excuse as a means of evading his learning responsibilities.

B. Instructors who note that a student is absent for an extended period should report this to the Dean of Students. It may mean that the student is ill, is in trouble, or has left college. Three consecutive absences should be considered as constituting an extended period.

C. Instructors who note that a student's pattern of absence is seriously impairing his academic performance should report this to the Committee on Student Progress through the Dean of Students.

D. Students cannot be issued an explanation by the College Health Service for absence from classes due to illness or accident unless they have been seen by a College Health Service Staff member or have a verification from a private physician.

E. Students on college athletic teams (men or women) should not be required to attend class at times which conflict with official intercollegiate athletic contests in which their team is engaged. Neither should such students be penalized for athletic absences by being denied the same opportunity to make up the work or demonstrate competence that would be given any other student with a legitimate reason for absence, such as illness or a co-curricular field trip. The point that is here being made is that athletic absences should be treated as are other legitimate absences.

F. Group absences or absence connected with curricular activities will be handled as described under Field Trip Policy and Procedure as follows:

Two types of field trips are recognized. Those which will henceforth be referred to as extended field trips often remove students from classes of other faculty members and thereby interfere with the college academic program. Short field trips confine the activity to a class period.

No academic or non-academic group shall take more than one extended field trip per semester which interferes with college classes. Exceptions to this policy include athletics and in certain instances performing organizations. Extended field trips shall be taken during non-class periods on weekends or during vacation periods whenever possible. No extended field trip should exceed two days of classes. Field trips shall not be taken during the week preceding the day on which midterm reports are due and during a period of two weeks preceding the regularly scheduled examination period at the end of each term. Every effort should be made to avoid taking extended field trips during the first week of each semester thus permitting each instructor to get his course started in an appropriate manner.

The faculty member planning a field trip should assume the primary responsibility for avoiding conflict with the work of other faculty members. If conflicts seem likely, the trip should be cleared with the department chairman and the Vice-President for Academic Affairs.

If an extended field trip is scheduled in accordance with this faculty-approved policy, no faculty member should interfere with the student's right or responsibility to go on such a trip. All extended field trips are voluntary with the student, unless the trip has been approved by the Committee on Instruction as a required and necessary part of a course. (In the latter case the course description will mention the field trip requirement). Students who do not go on voluntary field trips will not be penalized by being held responsible for material covered only on the field trip.

Any required field trip should be included in the course description published in the College Catalog along with estimated expenses. Field trips should be announced during the first two weeks of class but never less than three weeks before the examination. Students should be advised of estimated expense at time of registration.

Students going on field trips are responsible for all the work missed in other classes.

Whenever possible public transportation should be used. When this is impossible faculty cars may be used. If student cars are to be used the procedure indicated under the section on insurance is mandatory. Section 362 of the Education Law states that: the state shall save harmless and protect all members of the faculties and supervising staffs and employees of the state-operated institutions of the state university from financial loss arising out of any claim, demand, suit, or judgment by reason of the alleged negligence of any such faculty or supervising staff member or employee resulting in personal injury or property damage, provided the faculty member, member of the supervising staff or employee at the time damages were sustained was acting in the discharge of his duties and within the scope of his employment, and provided, further, that the faculty member, member of the supervising staff or employee shall, within ten days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy of the same to the attorney general.

Liability coverage of $100/300,000 is considered adequate for staff who take students in their personal cars. The Committee advises that staff members also should have $500 medical coverage per person per accident, including the driver. This additional coverage costs approximately $4.00 to $5.00 per year. State employees are also covered by Workmen's Compensation Insurance which applies to them whenever they may be performing State University business.

Prior to taking a trip involving private transportation each student should purchase an individual insurance policy. Travel insurance policies are available from most local agents at a low rate.

V NORMAL COURSE LOADS FOR STUDENTS

A. The semester-hour load for a full-time student is between 12 and 18. During the preregistration period, no undergraduate student may enroll for more than 17 s.h. This is necessary to insure a wider availability of courses to those students who are scheduled later in the pre-enrollment process.

A student who registers for less than 12 hours is not considered as a full-time student. His fees will be based on his academic load and he will not be eligible for most scholarship and incentive awards. A student who wishes to register for more than 18 s.h. may do so under the following conditions:

1. With his adviser's approval if his cumulative grade-point average is 3.0 or above.

2. With the approval of his adviser and the appropriate academic dean if his cumulative average is less than 3.0.

III PREREGISTRATION

Each semester all currently enrolled undergraduate students are assigned a time period to preenroll in courses for the following semester. Prior to this time the student should have consulted with an academic adviser and checked progress toward a degree. Students preenroll under their class status at the time of preregistration. Student teachers preenroll on campus during the preregistration period.

Currently enrolled graduate students may enroll in person or by mail throughout the preenrollment period.

Students who do not preenroll must enroll on one of the registration days.

Preregistration is for the entire semester including P.E. courses, mini courses and regularly scheduled quarter courses. Many P.E. courses are scheduled as quarter courses and the students must take two to equal one physical education activity course requirement.

IV POLICY ON ADMISSION OF UNDERGRADUATE STUDENTS TO GRADUATE COURSES FOR UNDERGRADUATE CREDIT

A. No undergraduate will be admitted to a graduate course without the written approval of his adviser, the course instructor, the department chairman, and the dean of his academic program. Such approval will be given on a form available in the Registrar's Office.

B. Permission will not normally be granted unless the following standards are met:

1. Senior standing.
2. The course must be in the student's major field.
3. Academic average above 3.00 in the major field.
4. Most requirements of the major field completed.
5. No other suitable undergraduate courses available to the student.
6. Ratio of undergraduate students should not normally exceed 10 percent, but in classes with enrollments of less than ten students, one or two undergraduates may be permitted.

In some cases, a student may be completing his undergraduate program with twelve hours or less, and wishes to begin his graduate program with one or two courses. The student must apply to the Dean of Graduate Studies, and if accepted by him, the student may register for graduate credit providing he pays graduate fees for such work.

VI POLICY ON PROFICIENCY EXAMINATIONS AND COURSE CHALLENGES

Section I Definitions

A. A proficiency examination is an examination which covers the material included in one or more semesters of a regular college course or sequence of courses and measures the knowledge expected of students who complete these courses in college. Examinations of this type have been developed for certain courses by the New York State Education Department, the College Entrance Examination Board and others. College credit may be granted for them.

B. A course challenge refers to a request made by a full-time student to fulfill certain requirements of an existing college course other than by taking a proficiency examination prepared outside the college. If he performs to the satisfaction of the department concerned, he will receive college credit. Challenging a course should not be confused with arranging to take it by individual or independent study; the former involves no continuing instructional relationship.

C. No more than one half of the required degree credits may be acquired through proficiency examinations and course challenges. No more than 36 credits may be earned by proficiency examinations prepared by agencies outside the college.

Section II
New York State Education Department Proficiency Examinations

A. When an individual wishes to take an examination, he should apply to

College Proficiency Examination Program
New York State Education Department
Albany, New York 12224

Description of the examinations including the kind of knowledge and ability to be measured may be obtained from the above address.

B. These Proficiency Examinations are usually administered in May and December at centers located throughout New York State.

C. Information on Proficiency Examinations is available locally in the Office of the Dean of Liberal Studies.

D. The college will grant up to 36 semester hours for work passed by New York State Proficiency Examinations with a grade of B or better. However, the college reserves the right to require a student to demonstrate proficiency in areas not covered by the examination.

E. A grade of C on the New York State Proficiency Examination will be acceptable at the discretion of the department concerned.

F. The chairman of the department shall make the decision regarding whether or not a New York State Proficiency Examination parallels a course.

Section III Course Challenges

A. A full-time student wishing to challenge a course will apply to the department chairman. Each department of the local college will decide when a course may be challenged. It is recommended that a course outline or prospectus be made available to a student who is challenging a course.

B. Course challenge requirements will be prepared by the instructor subject to the approval of the whole department or sub-group thereof. The passing or failing of a course will be determined by the instructor and reported to the Registrar on a form available from the Office of the Registrar. Credits granted on the basis of course challenge will be acknowledged on the student's transcript by the following statement: Credit granted by course challenge.

C. A student may not challenge a particular course more than once. Students who have unsuccessfully challenged other courses should expect to have this factor considered in evaluating challenge requests. Departments should report unsuccessful course challenges to the Registrar in order that a central record may be kept.

D. If a student transfers from another institution where he has been given credit for subjects on the basis of course challenging, such credits shall be reviewed and evaluated in the same manner as other transfer credits.

E. Each department will determine the time of course challenge, preferably during the first three weeks of each semester. Departments will attempt to make the procedure for meeting these requirements as uniform as possible. A student may challenge a course in which he is already enrolled provided he is within the time limits set by the department.

Section IV Advanced Placement

A. This College recognizes the program of Advanced Placement available to talented high school students sponsored by the Educational Testing Service. Students satisfactorily completing Advanced Placement courses in high school and completing the final examination prepared by the Educational Testing Service, may be given appropriate college credit if the completed courses are similar in nature to those offered at Oneonta.

Advanced Placement courses are graded from 1 to 5. Credit is allowed where the grade earned is 4 or 5. Credit for a grade of 3 may be allowed with departmental approval. When credit is not allowed for a grade of 3 the student is placed in an advanced course thereby reducing his exposure to material already learned and allowing him to increase his knowledge of a particular subject at the earliest possible date. No credit or special recommendations are allowed for grades of 1 and 2.

B. Students desiring to submit Advanced Placement courses for college credit should have all results of these courses and tests sent in connection with their application, to the Admissions Office.

VII POLICY ON DEPARTMENT ACCEPTANCE OF STUDENTS TO A MAJOR

Policy for Department Acceptance of Students from the General Freshman Program, Department Criteria for Retention of Students in the Major and Policy for Admission of Transfer Students to Majors (excerpts) (5-5-69).

A. Time of Application and Acceptance

1. Students (other than transfer students) may make application for admission to a major after completion of one semester of work at SUCO after a date established by the Director of Registration, and should make application prior to the mid-term date of their fourth semester.

   (It should be recognized that students entering certain programs may not be able to graduate at the end of eight semesters if they delay their choice of program. In home economics and all secondary sciences, the student must plan his program after admission but before the first enrollment for classes at the beginning of the freshman year. In secondary English, early secondary sciences, liberal arts sciences, secondary and early secondary mathematics, and elementary education (N-6) and (N-9) the student should designate his program not later than midterm of the second semester of the freshman year. Students who believe that there is a possibility that they might enter one of these programs necessitating early choice should consult with department advisers and check department literature concerning courses which must be taken early to insure graduation on schedule).

2. Departments should convey to the student within 30 days of receipt of the application to the action taken. Department action may be of two types:

   a. Acceptance.

   b. Rejection for reasons approved under B. 1, 2 on following page.

   NOTE: If a student is applying for admission to an approved interdisciplinary major the application will be referred to the department in charge of the major. The Education Department is responsible for the acceptance and retention of students in elementary education programs. Students wishing to enter an elementary education program with an early secondary option must be accepted by the Education Department and the appropriate academic department; retention of these students will also be a dual function.

B. Department Criteria for Acceptance of Students

1. Except as noted below, students will be accepted into the academic program of their choice, unless they have a record of substandard performance in their requested major field. This record may be at either the high school or college level depending on the time of application. (Examples of substandard performance - low high school average and/or low test scores in the area of the major, college grades in the major which would preclude retention in that major.)

2. Exceptions

   a. Candidates for the L.A. music major program must pass a performance audition prior to admission to the program.

   b. Candidates for the L.A. art major (studio) program must present evidence of ability prior to admission to the program.

   c. Candidates for teacher education programs must have passed the oral proficiency exam prior to admission to one of the programs. Candidates for speech education programs must pass a special oral proficiency exam prior to admission to the program. Students may be denied admission to a teacher education program if there is clear evidence that they are physically or psychologically unsuited for teaching.

   d. Candidates for the L.A. foreign language major program must present evidence of ability prior to admission to the program. This evidence should be the passing, with a grade of C or better, of one course at this institution in the chosen language or, if approved by the foreign language faculty, the successful completion of a suitable proficiency examination.

C. Method of Application

1. A form is secured from the Registrar's Office. Accompanying this is a copy of the student's grades earned at this college and all courses taken at another college.

2. After the appropriate department chairman has signed the form it is returned to the appropriate dean who forwards it to the Registrar's Office where the information is duly recorded. Distribution of copies is made from the Office of Academic Advisement.

D. Admission and Department Designation Procedures for Transfer Students

1. The Admissions Office admits all students as general students without designation as to major.

2. The appropriate academic dean evaluates transfer credit for transfer students and makes assignments to specific programs based upon the following criteria.

   a. If the student has fewer than 30 applicable semester hours, the assignment is made to the general program without designation of major.

   b. If the student has more than 30 semester hours the assignment is to the department or program requested if the student meets departmental criteria.

   c. If departmental criteria are not met, the student is asked to designate another major.

VIII TRANSFER OF CURRICULUM

Requests for transfer of curriculum are made on a standard request form available in the Registrar's Office. Approval is required by the faculty adviser, the chairman(men) of the major department(s) concerned and the appropriate academic dean(s). When a student transfers from one curriculum to another, his academic record is evaluated on the basis of his new program requirements. This may result in a loss of credit or an effective loss of credit; i.e., completion of program requirements may increase the total number of hours required for graduation. In general, it is the practice to approve a transfer of curriculum only if the student has at least a 2.0 average in the field to which the transfer is to be made.

IX EVALUATION OF CREDIT FOR PRIOR COURSE WORK

A. The transcript of each student who has completed work at another institution is evaluated to determine the number of semester hours of credit and the appropriate course equivalents. Evaluations are made by the appropriate academic dean and any questions concerning recommended changes to these evaluations should be referred to that dean. Usually credit is allowed only for those courses in which a grade of "C" or better has been assigned. Grades of D are accepted from four-year units of the State University and from State University two-year colleges only if the student holds an associate degree.

B. A transfer from a two-year college will be allowed a maximum of 66 semester hours toward his degree except as indicated under X on page 34. All of these will be considered lower division courses. Students may petition the appropriate department at SUCO to have a course taken at a two-year college counted for 200-level credit, up to a maximum of 15 s.h. If the petition is denied, a student may challenge an equivalent course under college regulations.

X CREDIT FOR PLANNED OFF-CAMPUS WORK

A. Summer School Credit

If a student wishes to attend summer school at some other institution and obtain credit for that work at Oneonta, prior approval by his adviser, department chairman, and appropriate academic dean is required. Forms for this purpose are available at the Registrar's Office.

NOTE: Any student at SUCO may take work at a two-year college at any time provided that work taken after he has 66 s.h. toward a degree is in fulfillment of a distribution requirement or the first two years of a language.

B. Academic Leave of Absence Policy (4-28-70)

A student may apply for an academic leave of absence in order to carry on an approved program of study or an academically related program away from the campus. Leaves of absence may be granted for one semester or for one year. A student who has been granted a leave for one semester may have it extended to a full academic year, but in no case will an academic leave of absence be granted for longer than one academic year.

A student wishing an academic leave of absence should make application through the dean of his academic program on a form obtained from the Registrar's Office. Requests for academic leaves should be received in the appropriate dean's office prior to May 15 and January 15 for the fall and spring terms respectively. Students obtaining an academic leave of absence are responsible to institute appropriate contacts with the Student Teaching Office, Selective Service Headquarters, New York State Regents and Scholarship Center, and to assume responsibility for forwarding transcripts of any course work taken while on leave to appropriate offices.

The student must notify the college Registrar or Dean of his intent to return to the college. If he does not do so by the date indicated (May 15 for fall, November 15 for spring), he loses his leave of absence and must then apply for readmission through usual channels and will not be guaranteed readmission. (approved by Deans and Directors 9-22-71).

A student is eligible for an academic leave of absence only if the following conditions are satisfied:

1. Completion of at least one semester at SUCO.
2. A grade-point average of 2.00 or better.
3. An approved plan of study at another institution in the United States or abroad. (Academic leaves are not required for students studying at Wurzburg or Israel in regular SUCO programs).

4. An approved field work experience program that has a close and definite relationship to the academic program. An example would be a theatre major who has an opportunity to work in the legitimate theatre for a period of time.
5. An approved plan of travel that has a close and definite relationship to the student's program of study. An example would be a Spanish major who plans to travel in Spain.

C. Non-academic Leaves of Absence **(originally** approved by Deans and Directors 2-8-72)

1. Non-academic leaves are granted with approval by the Office of the Dean of Students. Leaves of absence may be granted for military duty, financial or personal reasons. Students must be matriculated and have completed at least one semester at SUCO to be eligible for a leave of absence.
2. Students must fill out a petition requesting a leave of absence. Petitions should include a statement explaining the way in which a leave of absence will contribute to the student's education or why the leave is necessary. Approval of a leave is contingent upon a student having at least a 2.00 cumulative grade point average at the time the application is presented. Leaves are rescinded if work subsequently reported is unsatisfactory, unless the Committee on Student Progress approves an exception.
3. If a student applies for a leave of absence during the semester he must obtain withdrawal forms for all courses and return them completed by instructors who should assign the appropriate withdrawal grades. Withdrawal forms are available in the Registrar's Office. The student's copy of the withdrawal form should accompany the application when presented to the Dean of Students Office for approval. Students requesting leaves during the semester are reminded that individual course grades are determined by the existing withdrawal policy.

   Incomplete (INC) grades earned during the semester prior to withdrawal from college are subject to the same college grading policies. Hence, even though the student may not be enrolled for the full semester, previous semester INC's must be made up by the specified dates or they revert to E's. The date by which INC grades must be made up falls during the last week in November for INC's received during the preceding spring semester or summer session and the last week in April for INC grades received the preceding fall semester.

4. Students obtaining non-academic leaves of absence are responsible to institute appropriate contact with Student Teaching Office, Selective Service Headquarters, New York State Regents and Scholarship Center and assume responsibility for forwarding transcripts of any course work taken while on leave to appropriate offices. In addition, students must contact those offices listed on the front of the application form prior to having the leave of absence approved.

5. The student must notify the College Registrar of his intent to return to the college. If the student does not confirm his return to the College Registrar by the date indicated (MAY 15 for FALL, NOVEMBER 15 for SPRING) he loses his leave of absence and must then apply for re-admission through usual channels and will not be guaranteed admission. In addition, students on medical leaves must also notify the Dean of Students Office of their intent to return to college.
6. Students who are on leaves of absence should arrange to register with their class upon their return to campus. Registration materials will be sent to them, but they will not be allowed to pre-enroll ahead of those students remaining on campus.
7. Students wishing on-campus housing upon their return to college must initiate contact with the Housing Office.
8. A student who has been granted a leave for one semester may have it extended to a full academic year, but in no case will a non-academic leave of absence be granted for longer than one academic year.
9. If the reason for the leave of absence is for medical reasons, a student is required to have a statement of clearance from his attending physician. This statement must be sent to the Health Center prior to the student's return to college.
10. Upon withdrawal from college, students should be aware of the fact that the college, through the Dean of Students Office, notifies the parents of his/her withdrawal.

XI POLICY ON COOPERATION, PLAGIARISM, AND CHEATING (Approved by Committee on Instruction 11-30-73).

The faculty assumes that themes, term papers, studio work, results of laboratory experiments, and other work submitted by the student represent his own work. While the individual faculty member should explain the policy on plagiarism and what constitutes plagiarism, it is the student's responsibility to read and understand the policy on plagiarism as published in the Student Handbook and College Catalog. If the student has any questions about what constitutes plagiarism, it is his responsibility to clarify them by conferring with his instructors. The following remarks are intended to clarify this matter for students.

A. Limitations of Cooperation

1. Cooperation in preparing course material. Cooperative study of course work is one of the legitimate ways to master a subject. Joint discussion of problems is therefore encouraged.

2. Written work. Although in his cooperative study with others a student may occasionally ask for criticism of a piece of writing, he must be careful not to press for more than limited comment. Such aid is appropriate but in every case the student must be responsible for his own preparation and presentation of assignments. Without these precautions the student may find himself involved in collaborative work so extensive that it may be considered plagiarism.

3. Laboratory experiments. Although a student may be permitted or required to cooperate with one or more of his fellow students in a laboratory experiment, many experiments are to be done by the student independently, and all require some independent work. For a student to submit the results of another's experiment as his own, or to accept unauthorized help in an experiment constitutes academic dishonesty.

B. Credits

All sources of assistance--published or unpublished-- are to be acknowledged in every instance.

C. Examples of Plagiarism

1. Using materials from another's work without due acknowledgement.
2. Using quotations without identification as such.
3. Paraphrasing without specific identification of the source.

D. Examples of Cheating

Unauthorized giving or receiving of information on examinations, laboratory procedures, or other exercises.

E. Action Taken When Plagiarism or Cheating Is Suspected.

1. Faculty members who observe any acts of plagiarism are required to report them to the department chairman, the appropriate academic dean, and to the dean of students with the last being responsible for investigation and action on the case. He will obtain such signed statements of students and faculty members as may be necessary to document the records. These statements shall be kept in the confidential files of the dean of students.

2. Students are encouraged to notify the instructor if they observe academic dishonesty. When a student reports observing an incident involving cheating, the instructor involved shall be obligated to pursue the matter and take appropriate action. If, in the opinion of the student who has reported the incident, the instructor has not fulfilled his responsibilities in this matter, that student may take the following steps in attempting to resolve the situation:

   A. Confer with the department chairman.
   B. Confer with the student grievance committee of that department.
   C. Appeal in writing to the sub-committee on Student Academic Grievance.

3. The faculty member detecting academic dishonesty will, whenever possible, impound the evidence of such dishonesty. If it is necessary, photo copies may be made of the work of other students to verify the fact of dishonesty. Photo copies can be made in the Registrar's Office. Evidence of cheating will not be returned to the student but will be kept in the confidential files of the dean of students.

4. The first time a student is guilty of plagiarism, the grade for the assignment or activity shall be "E", and the instructor may also assign an "E" for the course.

5. For a subsequent offense, the matter must be referred to the Disciplinary Board. While the penalties that may be assessed by the Standing Disciplinary Board are listed under Article 18B, Section 2, of the College Regulations [as published in the Student Handbook], the normal penalty in this case will be suspension or expulsion.

Discussion

Some of the points in the attached faculty statement may need explanation or development.

1. Under B. Credits, the words "in every instance" should not be taken literally. Some ideas and expressions which were once someone's original words have become so generally known that we consider them to be "in the public domain." Phrases from the Bible, Shakespeare, Poor Richard, and many other well-known sources can be used in writing without acknowledgement. An informed individual might write, for example, without quotation marks and without naming the source:

   Frost was something more than a swinger of birches.

   No acknowledgement is needed because educated people know the poem alluded to and nobody thinks the writer is trying to create the impression that he originated the "swinger of birches" phrase himself. Note, though, that if another individual were to read the sentence about Frost and use it in a paper, he should quote the whole observation--"Frost was something more than a swinger of birches"--and he should give the source (this handbook) and the name of the person who made the observation (Mr. Harry Bloom of the English Department). If the second person does not use the exact words of the first (e.g., Frost isn't just a swinger of birches), he need not use quotation marks but should acknowledge the source of the idea (this handbook and Mr. Bloom). When a source that should be acknowledged is used, then, it must be acknowledged. Moreover, if it is quoted, it must be quoted accurately, not carelessly.

2. Students should interpret C-2 quite literally. For example, if an instructor should assign an "open book" examination to be written outside class, the student should treat materials he uses just as he would those used in a term paper. Even if the instructor says, "Use any source you like," the implication always is BUT, OF COURSE, WHENEVER YOU WRITE ANYTHING FOR THIS COURSE OR ANY OTHER, YOU MUST QUOTE AND ACKNOWLEDGE SOURCES. THAT IS UNDERSTOOD. Some instructors will take time to discuss plagiarism, especially in Com 100, but most instructors will assume that students are aware of the writer's responsibility.

3. This discussion of the student's responsibility is necessarily brief, but each student can amplify it by buying in the Bookstore the following pamphlets:

   Student Writing Guide (prepared by a committee of SUCO composition teachers)

   A Writer's Responsibilities (prepared by Cornell teachers of English for Cornell freshmen).

XII ENROLLMENT OF HIGH SCHOOL STUDENTS AT SUCO (5-18-71)

In certain unusual cases high school students may be enrolled for limited course work. The following policies and procedures are applicable:

1. The student must be a senior recommended by high-school officials, who must also certify that the high school is not able to offer comparable work. A written recommendation and a copy of the high-school transcript must be submitted.
2. The student's record must be reviewed and the student accepted as qualified by the college officer or officers designated to select such students. Only students with superior records in the subject to be studied at the college will be accepted.
3. The student will be classified by the Admissions Office as a special student.
4. He will register after the completion of the regular registration period for the college students and will be accommodated only if there is room in the desired courses.
5. He may not enroll in more than two courses at the college at one time.
6. He will have borrowing privileges at the library.
7. He must pay the regular tuition rate for undergraduate students.
8. He will be officially enrolled in the course, must meet all course requirements, and will receive college credit.

XIII LIBRARY POLICIES

The Library publishes its own handbook annually. If faculty members fail to receive a Library Handbook, they should contact Mr. Johnson at Milne Library.

XIV INSTRUCTIONAL RESOURCES CENTER POLICIES

The Instructional Resources Center also publishes its own handbook anually. Faculty members who fail to receive an IRC Handbook should contact Dr. Gardiner in the IRC Building. See also statement concerning IRC in Part V, p. 6.

XV COMPUTER CENTER POLICY

The Computer Center publishes an Academic User's Manual which is updated periodically. One copy is distributed to each department. For further information contact the Academic Analyst at ext. 2506.

GRADUATE ACADEMIC PROGRAMS:
POLICIES AND PROCEDURES
PART IV

I THE GRADUATE COMMITTEE

A. Responsibilities

1. Study graduate activities, including, especially, policies, curricular programs, and degree requirements.
2. Review proposals for new graduate programs or changes in established programs and proposals for new policies or changes in established policies.
3. Study ways of evaluating the effectiveness of graduate policies and programs.
4. Inform the faculty on graduate matters.

B. Organization

1. Ex-officio members
   The following shall be members by virtue of office: Vice President for Academic Affairs and the Dean of Graduate Studies.
2. Voting members
   - a. Faculty
     One faculty member to be elected by and from each department offering a master's program (including one representative of the Cooperstown Graduate Programs).

     Only those faculty members who regularly teach 300-level courses shall be eligible for election to this committee.

     Three faculty members at-large to be elected by the general faculty. The prerequisite of regularly teaching 300-level courses is not required.

   - b. Graduate students
     Two graduate students, at least one of which shall be a full-time resident student. Both student members shall be in good academic standing.

     The Dean of Graduate Studies shall call convocations of the graduate students in July and in September, at which times the graduate students shall determine the method of selecting their representatives; one student shall be selected at each convocation.
3. Non-voting observers
   Any department or staff unit not represented in the voting membership may designate one non-voting observer to attend meetings and report to his department or unit on the Committee's activities.

C. Terms of office

1. Faculty
   The term of faculty membership shall be three years, expiring on January 31.

2. Graduate Students
The term of graduate students shall be for one year, starting October 1 and ending September 30.

D. Membership

Dr. John Sanik, Jr. (Ex-officio) - Dean of Graduate Studies (Chairman)
Dr. Carey W. Brush (Ex-officio) - Vice President for Academic Affairs

Dr. H. Walter Baumgartner	Economics	Jan. 31, 1975
Dr. Julia M. Boleratz	Home Economics	" " 1975
Dr. Bruce R. Buckley	Cooperstown	" " 1974
Dr. William L. Butts	Biology	" " 1974
Dr. Martha L. Corry	Member-at-large	" " 1975
Dr. David A. Denny	Education	" " 1976
Dr. William B. Fink	Social Science Ed.	" " 1976
Mr. Richard F. Gustafson	Mathematics	" " 1975
Dr. John C. Kotz	Chemistry	" " 1976
Dr. Peter J. Macris	Member-at-large	" " 1974
Dr. William F. Nelson	Speech & Theater	" " 1975
Mr. Robert B. Nichols	Member-at-large	" " 1974
Dr. Arthur N. Palmer	Earth Science	" " 1975
Dr. Edward C. Sampson	English	" " 1974
Dr. Richard S. Schadt	History	" " 1976
Dr. Jerry A. Shannon, Jr.	Science Ed.	" " 1975
Miss Edith M. Waldemar	Health & Phys. Ed.	" " 1976
Miss Christina Shaver	Graduate Student	Sept. 30, 1974
Miss Mary Zankowski	Graduate Student	Sept. 30, 1974

II THE GRADUATE ADVISOR

The function of the graduate advisor is to assist the student in planning his graduate program not only with respect to fulfilling the technical requirements for the master's degree but more importantly to assist the student in the selection of courses that are consistent with the student's professional objectives and interests. The advisor serves also to ultimately verify to the Registrar the student's completion of all his master's degree requirements.

Upon being assigned an advisor it is imperative, therefore, that the student meet with his advisor in order to plan his master's degree program of study. Since the advisor serves to guide the student toward meeting degree requirements, he is the authorizing person on such matters as transfer credit, course substitution, electives, etc. On all such matters the student should communicate (preferably by written correspondence) with his advisor.

III CLASSIFICATION OF GRADUATE STUDENTS

A. Degree Student - A student who has been accepted for admission into a program of study leading to the master's degree.

B. Non-degree Student - A student who is not enrolled in a degree program.

The non-degree graduate study category serves many useful purposes, both for students and the college. A student may take courses simply for his own edification, for meeting State Education Department teaching certification requirements, to establish his potential to do graduate work before being admitted to a master's degree program, to make up undergraduate courses to qualify for admission into a particular master's degree program, etc. The student is free to register for any course for which he has the prerequisites. Along with such freedom, however, the student assumes all responsibility as to the appropriateness of the courses he takes for whatever purposes he may wish to apply such courses.

A non-degree graduate student who later wishes to apply for admission for study in a master's degree program must file an Application for Admission to Graduate Study Degree Program. Upon acceptance into a master's degree program, appropriate courses taken as a non-degree student may then be credited in the degree program, within limits specified by a department.

Admission to non-degree study is not to be construed as a quasi-acceptance for admission to graduate study in a master's degree program.

C. Full-time Graduate Student - A student registered for at least 12 s.h. of course work (or 9 s.h. in the case of graduate assistants).

D. Part-time Graduate Student - A student registered for less than 12 s.h. (except as noted above for graduate assistants).

IV APPLICATION PROCEDURES

A. Degree Study

1. The student files an application form with the Graduate Office, along with official transcripts, standard test scores, letters of recommendation, etc. as stipulated for each master's degree program. See Graduate Bulletin.

B. Non-degree Study

1. The student files an application form with the Graduate Office, which must be supported by an official copy of his undergraduate transcript.

C. Deadlines for Filing Applications for Admission

1. Degree Study

Applications for admission to master's degree programs (as well as all supporting documents) received after the following dates cannot be assured consideration.

November 1 - for spring semester
May 1 - for summer and fall semesters
April 15 - for fall semester for those students making application for graduate assistantships.

2. Non-degree Study

Applications are accepted up to registration day.

V PROCEDURE FOR PROCESSING APPLICATIONS FOR ADMISSION TO GRADUATE STUDY

A. The Dean of Graduate Studies will admit non-degree applicants.

B. The Graduate Office will serve as the initial contact source for all degree program applicants. Inquiries received by all individual departments on admission requirements and procedures are to be referred to the Graduate Office.

C. The Graduate Office will initiate a file on applicants and will accumulate all documents (transcripts, GRE scores, letters, etc.)

D. When all supporting documents to an application have been received, they will be duplicated by the Graduate Office and forwarded, along with a duplicate evaluation form, to the Graduate Committee of the appropriate department for admission evaluation. Master's degree applicants in Elementary Education will be evaluated by the Education Department; all others by the appropriate discipline department.

E. The department will retain the documents of the applicant for its files and return one copy of the evaluation form to the Graduate Office indicating its decision.

F. The Graduate Office will inform the applicant of the decision on his application for admission. In the case of an accepted applicant, he will simultaneously be notified of his adviser, whose name will have been transmitted on the evaluation form to the Graduate Office. Copies of the acceptance letter will be forwarded to the department chairman, the adviser, and the Registrar's Office. The adviser is also provided a complete file on the student.

G. Applications for graduate assistantships will be simultaneously handled through the general admissions procedure via a supplementary application form developed by individual departments.

VI ADVISEMENT OF GRADUATE STUDENTS

Advisers are assigned only to degree students. Non-degree graduate students may obtain advisement either from the Dean of Graduate Studies or appropriate departments.

VII REQUIREMENTS FOR COMPLETION OF GRADUATE STUDY

A. Completion of all formal course requirements with an overall grade average of B, plus other requirements (i.e., thesis, additional course work, etc.) stipulated in a given student's master's degree program.

B. Comprehensive Examination

The comprehensive examination is customarily taken in the student's last semester of study, or upon completion of all course requirements.

The student must assume the responsibility of scheduling his examination by notifying the department chairman in writing well in advance of the examination date.

Date Examinations Given	Deadline Date for Notifying Dept. Chairman
November - 1st Saturday	September 15
April - 1st Saturday	February 15
July - 3rd Saturday	April 30

1. Oral Comprehensive Exams
   a. Observers
   When the comprehensive examination is oral, or when the exam is both written and oral but where the oral exam is the major portion, an observer shall be present from outside the department giving the examination. In other cases, the presence of an observer shall be optional.

      (a) Observers shall be assigned by the Dean of Graduate Studies upon written request by the Department Chairman.

   b. Visitors
   Visitors to oral examinations are admitted by permission of the chairman of the examining committee.

   c. Notification to student
   The chairman of the examining committee shall notify the student of his performance on the exam immediately after the exam.

C. Theses Specifications

Theses presented in partial fulfillment of the requirements for a master's degree must be written in accordance with specifications established by the Graduate Committee. Students may obtain copies of Theses Specifications from their department chairman or the the Graduate Office.

D. Reporting Results of Comprehensive Examination

Both passing and failing results are to be reported. The chairman of the student's examination committee shall report results in writing directly to the Registrar (NOT the Graduate Office), with a copy to the department chairman, indicating the students who passed (or failed) the examination, and the date the examination was administered.

E. Reporting Results of Thesis Completion

In cases where a student presents a thesis as part of his master's degree requirements, the chairman of the student's thesis committee shall transmit to the Registrar in writing (copies to department chairman and Graduate Office) the name of the student, the date of acceptance (or rejection) of the thesis, and the title of the thesis.

F. Verification of Completion of Master's Degree Requirements

The procedure for verifying a student's completion of master's degree requirements is initiated by the student by filing an "Application for the Master's Degree" (see next section) with the Graduate Office.

Upon receipt of an Application for the Master's Degree the Graduate Office will provide the student's advisor with a copy of the student's transcript (also indicating any current enrollment) and a Verification of Completion of Master's Degree Requirements form. The advisor completes the form to verify that the student has completed, or will complete by the end of the term, the various degree requirements. The signed verification form is then returned to the Graduate Office where it is endorsed by the Dean of Graduate Studies and transmitted to the Registrar.

At the end of the term the Registrar's Office simply checks that the student has a minimum grade point average of 3.00, and that any pending requirements (comprehensive exam, thesis, removal of incompletes, etc.) have been completed. Thus, by this procedure an advisor can verify his/her advisee's completion of master's degree requirements many weeks prior to the end of a term.

G. Application for the Master's Degree

Early in the term in which the student expects to complete his/her remaining degree requirements (courses, comprehensive exam, thesis, etc.) the student must file an "Application for the Master's Degree" with the Graduate Office. (Applications are available in both the Graduate and Registrar's Offices.) The application is required for the following purposes.

1. Initiate the process for verifying the student's completion of all master's degree requirements.

2. Order the printing of a diploma for the student.
3. Collect fees for New York State teaching certificates and mailing charge for students who do not plan to attend Commencement exercises and wish to have their diplomas mailed to them.

Since the college holds only one Commencement per year (at the end of the spring term) at which time degrees are formally awarded, students who complete their master's degree requirements at the end of a summer term or the fall semester will be mailed an official copy of their final transcript as soon as remaining degree requirements (courses, comprehensive exam, thesis, etc.) have been recorded onto the student's permanent record card in the Registrar's Office. Also, such students will be mailed a letter from the Registrar verifying the date of completion of all master's degree requirements and the awarding of the degree at the next Commencement.

VIII. POLICIES ON GRADUATE STUDY

A. Academic Qualification

Degree Students - A student in a degree program must maintain a B (3.00) average. When a degree student's academic average drops below 3.00 he automatically reverts to non-degree status unless his record is such as to cause dismissal from the college. Upon removal of the academic deficiency the student must make application in the Graduate Office for reinstatement to degree status.

Non-degree Students - A non-degree student may be dropped from the college if his academic average falls below 2.00.

B. Residence Requirements

Twenty-four semester hours of a master's program (except as outlined in "D") must be taken on the college campus. Effective with Spring Semester 1971 if a student pays his fees to State University College, Oneonta, the credit for that course is considered resident credit; this is true, whether or not the course is taken on the campus. If the fee is paid to another institution, the credit earned would be considered "transfer credit."

C. Time Limit on Completing Degree Requirements

In order to receive the master's degree candidates must complete all degree requirements within a period of six calendar years. To elucidate the six year limitation, the student's time starts when he/she first enrolls for courses to be credited toward the master's degree. This includes courses completed as a non-degree student which are credited toward the master's degree upon the student's admission to the program. In other words, no course credited toward the master's degree can be more than six years old at the time the degree is awarded. The age limit on courses also applies to transfer credit. The six year time limit applies to all degree requirements, i.e., courses, comprehensive exam, thesis, etc.

The effective date of the above policy is the beginning of the 1970 spring semester.

A student may petition the Graduate Committee for a waiver of degree requirements via existing procedure.

D. Transfer Credit

The number of semester hours of courses taken at another institution which may be transferred into a master's degree program at Oneonta is the difference between the 24 semester residency requirement and the minimum semester hour requirement for a given master's degree. Transfer credit may vary between six and nine semester hours.

In circumstances in which a student is enrolled in a cooperative program between the State University College at Oneonta and another institution, additional transfer credit may be allowed at the discretion of the student's department. Courses in which a grade less than "B" was earned are not transferable.

To assure himself of receiving transfer credit for courses to be taken at another institution, the student should file a "Prior Approval for Transfer Credit" form. A student who does not obtain prior approval from his advisor may submit a transcript to the Graduate Office with a request to have the course(s) evaluated in regard to transfer credit. As in the case of the prior approval form, the student must also submit catalog descriptions of the courses taken, as well as the college's course numbering system. The Graduate Office will then submit these documents, along with an "Evaluation For Transfer Credit" form to the student's adviser for evaluation.

E. Maximum Course Loads

1. Fall and Spring Semesters
The classification of a full-time degree student is based on a course load of 12 semester hours. Beyond 12 semester hours the student is advised individually by his adviser.

For fully employed teachers registered in evening courses, and who are degree students, the recommended course load is one - 3 sem. hr. course. Degree students must obtain their adviser's approval to register for more than 3 sem. hrs., while non-degree students must obtain the approval of the Dean of Graduate Studies.

2. Summer Sessions
   a. Three-week session - 3 sem. hrs.
   b. Six-week session - 6 sem. hrs. recommended. Degree students must obtain their adviser's approval to register for more than 6 sem. hrs., while non-degree students must obtain the approval of the Dean of Graduate Studies.

F. Course Challenge

Any student may challenge a graduate course by examination at the discretion of his advisor and chairman of the department in which the course is taught.

G. Auditing Graduate Courses

No student may formally audit a graduate course, although he may attend as a visitor at the discretion of the instructor.

H. Withdrawal From A Course

A student may withdraw from a course up to mid-term with a "W" grade simply by notifying the Registrar's Office. To withdraw from a course after mid-term the student must file a "Course Withdrawal Request" form at the Registrar's Office. A grade of "WS" or "WE" will then be entered on the student's record to indicate satisfactory or unsatisfactory performance at the time of withdrawal. After mid-semester the instructor, in consultation with the Dean of Graduate Studies, may award a W grade when extenuating circumstances exist. WE grades shall be treated as E grades in computing the student's grade point ratio.

I. Waiving of Requirements

Requirements may be waived or modified only in unusual cases. A written request for a waiver on admission requirements must be submitted with the application for admission. A student requesting a waiver of degree requirements must submit a written petition to the Graduate Committee (addressed to the Graduate Office).

J. Advisor's Signature on Course Request Cards

Course request cards must bear the signature of the student's advisor, or his department chairman, before a student's registration can be processed.

K. Independent Study and Thesis

To enroll in a course entitled "Independent Study in ________ the student must file an "Application for Independent Study" and conform to the following guidelines and prerequisites:

1. Thesis may be taken for up to 12 s.h. of credit.
2. Students are limited to a total of 12 s.h. of credit in any combination of Independent Study and Thesis.

3. Application for Independent Study shall be made on a standard form available at the Registrar's Office and the Graduate Office. The completed form must accompany the student's course request cards at the time of pre-enrollment or registration.

4. When acting upon applications for Independent Study, the signatories shall be guided by the following considerations:

   a. The work to be covered is not available in a regular course offering.

   b. The study is clearly related to the applicant's over-all program of studies.

   c. A faculty member vouches for the student's ability to work independently.

   d. The instructor has adequate time and necessary academic background in the field chosen to guide Independent Study on the graduate level.

Prerequisites for Independent Study

Independent Study 399

At least 12 s.h. of graduate study completed at SUCO, with a grade point average of at least 3.00, in the area (or closely related areas) of the proposed independent study, six semester hours of which must be in 300 level courses.

Independent Study 299 (for graduate credit)

No more than four semester hours of Independent Study 299 can apply to the minimum requirements for a master's degree, and that a degree candidate is not eligible for such enrollment after completing 12 s.h. of graduate study.

Six semester hours of course work (in undergraduate or graduate study) in the area (or related areas) of the proposed independent study.

L. Individual Course Enrollment

A student may register for a regular course which is described in the college catalog, but which is not being offered when the student wishes or needs to take it. In such a case, the student enrolls in the course by filing an "Individual Course Enrollment" form.

M. Pass-Fail Grades

No course graded on a P-F or S-U basis (except for Student Teaching when taken as part of an M.S. in Ed. program, and certain graduate courses approved for such grading) can be credited toward the master's degree.

N. Failure of Comprehensive Exam

If a student fails the comprehensive exam, or any portion thereof, he may petition his department to re-take the examination or any portion thereof. In no case may the comprehensive exam, or any portion thereof, be taken more than twice.

O. Grades of "C", "D", and "E"

Grades of "C" earned in courses are credited toward the master's degree. The student must maintain a minimum grade point average of 3.00 however, to remain in the program.

A course in which a grade of "D" is earned is not credited toward meeting the semester hour requirement for a master's degree. The grade is included in the computation of the student's grade point average, however, as a measure of the student's academic performance.

A grade of "E" earned in a course, like the grade of "D" is not credited toward the master's degree, but is included in computing the student's grade point average. If the "E" grade was earned in a required course, the student must repeat the course. Otherwise, the course may be substituted by another course approved by the student's advisor. The course with the "E" grade, however, remains on the student's permanent record card.

P. Grade of "INC"

The assignment of an Incomplete grade by an instructor is accompanied by the assignment of a tentative grade, which will become the student's permanent grade if the student fails to complete the remaining requirements of the course.

Incomplete grades earned in the spring or summer terms must be made up by the last week in November, and by the last week in April for Incomplete grades earned in the fall term. On the deadline dates for removing "INC" grades an instructor may file a form with the Registrar's Office to extend the "INC" grade.

Q. Seniors Taking Graduate Courses (300-level courses) for Graduate Credit

Seniors in their last semester of resident course work may take graduate courses for graduate credit if the work will not delay completion of undergraduate degree requirements. Students choosing this option should understand that it does not admit them to graduate study in a master's program. The student must file a "Senior Enrollment in Graduate Course for Graduate Credit" form with his Course Request Cards at the time of registration. The form is available in the Registrar's Office and the Graduate Office.

The ratio of seniors to graduate students in a graduate course should not normally exceed 10%, but in classes with enrollments of less than 10 students, one or two undergraduates may be permitted.

R. Seniors Taking 200-level Courses for Graduate Credit

A senior student may enroll in 200-level courses for graduate credit by completing a graduate Course Request Card at the Graduate Office. The card must be signed by the instructor of the course as evidence of the instructor's permission for such enrollment.

S. Graduate Students Taking 200-level Courses for Graduate Credit

While a limited number of upper-level undergraduate courses (200 number) are permitted for graduate credit toward the master's degree, it is the policy of the Graduate Committee that when graduate students are enrolled in such courses with undergraduates, graduate students are expected to perform at a higher academic level (through more independent study, wider and deeper reading, etc.) to earn the same grade as the undergraduate student. Superior quality work, in other words, should be expected of the graduate student. The instructor should make clear at the beginning of such a course the academic standards to be used in determining grades for graduate students.

T. Minimum of 15 s.h. Requirement of 300-numbered (Graduate-level) Courses

A minimum of 15 s.h. of graduate level courses is required in all master's degree programs. In recent years, however, the Graduate Committee temporarily approved a reduction to not less than nine semester hours in those programs (largely elementary and early secondary education) in which academic discipline departments did not offer a sufficient number of appropriate 300-numbered courses. At its meeting of October 20, 1971, the Graduate Committee voted not to extend this policy. Therefore, in those programs to which the temporary policy applied, students who apply for admission and enroll for courses after June 1, 1972 must now meet the minimum requirement of 15 s.h. of 300-level courses.

U. Grievance Procedure

An aggrieved graduate student should first bring his grievance to his department's grievance committee, or the College Ombudsman, depending on the grievance. If his department has no grievance committee, or if he has not been able to resolve his grievance, he may bring it before the Graduate Grievance Committee.

V. Plagiarism and Cheating

The faculty assumes that themes, term papers, studio work, results of laboratory experiments, and examinations submitted by the student represent his own work.

What constitutes plagiarism:

a. Using materials from another's work without due acknowledgement.

b. Using quotations without identification as such.

c. Paraphrasing key ideas without specific identification of the source.

What constitutes cheating:

Unauthorized giving or receiving of information in examinations, laboratory procedures, or other exercises.

Faculty members who observe acts of academic dishonesty are required to report them to the Dean of Graduate Studies for investigation and action.

W. Placement Service

Graduate students who have completed a minimum of 12 semester hours of credit in residence are eligible for placement services.

COLLEGE OFFICES, FACILITIES, AND RELATED AGENCIES

PART V

COLLEGE OFFICES

I Office of Academic Advisement (Science 1-S116)

The functions of this office are stated in Part III, p.16.

II Offices of the Academic Deans

The functions of the Deans of Liberal Studies (Ad 105) and Professional Studies (Ad 102) are stated in Part III, p. 17.

The Dean of Graduate Studies (Ad 135) has primary responsibility for the administration of all graduate programs consistent with policies and procedures established by the Graduate Committee. For further information on the Office of Graduate Studies see Part IV.

III Admissions Office (Ad 110)

The Admissions Office is responsible for the selection and admission of new students to the college. In fulfilling these responsibilities the Admissions Office:

A. Provides each prospective student with complete information and materials regarding admission procedures and standards.

B. Investigates and carefully evaluates a prospective student's admission papers.

C. Consults with parents to inform them of college policies and practices.

D. Participates in community affairs and lends active assistance in bringing to the public the need for education.

E. Maintains an effective working relationship with guidance counselors in the state.

F. Works with other administrative officers and the Advisory Committee on Admissions Matters and the Committee on Instruction in the determination of admissions policies.

IV Continuing Education Office (Ad 135)

The Office of Continuing Education is responsible for the operation of the summer session program and evening extension courses, both on-campus and off-campus. In fulfilling these responsibilities the

Continuing Education Office:

A. Works with department chairmen in scheduling evening and summer session courses.

B. Cooperates with school districts in scheduling courses to meet the in-service needs of teachers.

C. Publishes and distributes brochures describing evening and summer session courses.

D. Coordinates offerings of SUNY University of the Air and Independent Study programs.

E. Counsels non-degree candidates, persons seeking certification, graduates of the normal school, and other students who do not qualify for the services of the Graduate Office, Admissions Office, or the offices of the undergraduate deans and directors.

V Office of the Dean of Students (Ad 119A)

The Office of the Dean of Students has responsibility for the non-academic aspects of student life. The Office:

A. Operates orientation programs for new students in order to help new students adjust to life at SUCO.

B. Assists the student residence hall governments in general supervision of the residence halls.

C. Plans a balanced program of social activities.

D. Assists students in solving financial and academic problems.

E. Cooperates with the academic deans and directors and the Director of Academic Advisement in counseling students in academic requirements.

F. Helps students determine career goals.

VI Financial Aid Office (Ad 114A)

The Financial Aid Office, which is responsible for the administration of all student financial aid, provides the following services:

A. Counsels students who need financial aid.

B. Applies for and disburses federal funds used in making awards to students, and files with the federal government at the end of each academic year an account of the use of these funds.

C. Certifies all student claims for state financial awards.

D. Represents the college at college nights, workshops, and local school functions.

E. Counsels and places students in work-study positions and maintains a placement service for students looking for other part-time employment.

F. Assists the Oneonta Opportunity Program in recruitment and counseling.

VII Office of Institutional Research

The Office of Institutional Research was eliminated in the economy move of 1971-72. Its functions are now shared by the vice-president whose office coordinates the collection of quantitative data for various reports required by state and federal offices; by the Faculty Research Committee which handles most information relative to faculty research grants and proposals; by the Committee in Human Research which must approve proposals involving research with human subjects; and by the Business Office which supplies most of the financial backing data which is part of both individual and institutional grant proposals.

Dr. Chiang is the chairman of the Faculty Research Committee; Dr. Bukovsan is chairman of the Committee on Research with Human Subjects; and Mr. Pasternak is the person to contact in the Business Office.

A file of information on sources for research funds is available either in the Office of the Vice-President, in Mr. Pasternak's Office, or from Dr. Chiang.

VIII Office of International Education (Ad 332B)

The Office of International Education coordinates the overseas programs of the college and the enrollment of foreign students at Oneonta. With the advice of the Study Abroad Committee, the Office:

A. Recommends faculty members to direct the overseas programs in Germany, Israel, and England.

B. Coordinates the recruitment and advisement of foreign students.

C. Provides information to students and faculty members concerning opportunities for overseas study and teaching.

IX Office of the Ombudsman (Morris Hall)

In July 1970 the college established the position of Ombudsman, which is intended to improve the handling of complaints, offenses, disputes, and grievances. The Ombudsman has the authority to investigate and form judgments but has no power to make changes in policies or procedures. He hears complaints from undergraduates, graduates, members of the faculty, staff, and administration and through a variety of methods attempts to resolve problems fairly and expeditiously. As a result of insights gained from working out solutions to problems, the Ombudsman may make recommendations for changes in policies and procedures.

The Ombudsman is Dr. Frederick Ermlich.

X Office of the Oneonta Opportunity Program (Ad 332A)

The Office of the Oneonta Opportunity Program serves the educationally and economically disadvantaged students who have been admitted to the college because of their potential for academic success although they failed to meet the normal admission standards. To assist these students, the Office:

A. Offers an intensified program of academic advisement to help the students assess their long-range and short-range goals.

B. Operates a tutorial center.

C. Refers students to the College Reading and Study Skills Center for diagnostic testing and remedial work.

D. Maintains a counseling service to assist students in their adjustment to the college community.

E. Works with the Financial Aid Office to see that the financial problems faced by these students are solved.

For further information about the Oneonta Opportunity Program contact the Director, Mr. Stanley Morris in Ad 332A.

XI Placement Office (Morris Hall)

The Placement Office offers the following services:

A. Assists seniors, graduate students, and alumni throughout their careers in finding positions in teaching and other professions. Eligible for this service are (a) seniors who are degree candidates, (b) students who have earned certification or a degree at SUCO, and (c) students who are completing provisional or permanent certification and have a minimum of 12 semester hours of resident graduate credit.

B. Makes available to potential employers personal recommendations and resumes of the education and professional experience of job candidates. This information is sent out at the request of the candidate.

C. Provides counseling about placement problems.

D. Arranges and provides meeting places for conferences of potential employers and employees.

E. Provides files of information about jobs in industry, business, government, and the professions and notifies candidates of job openings.

XII Office of the Registrar (Ad 132)

The Office of the Registrar offers the following services:

A. Provides the student with an accurate and up-to-date record of his academic progress toward a degree.

B. Files and stores preliminary and permanent student academic records.

C. Supplies on request student academic records to all authorized members of the college community.

D. Submits enrollment statistics to college administrators and outside agencies.

E. Maintains liaison with academic departments and deans in such areas as keeping up-to-date lists of course offerings, recording curriculum revisions, and verifying that all certification and/or graduation requirements have been met.

COLLEGE FACILITIES AND CENTERS

I Computer Center (Ad B-23)

The Computer Center serves academic, administrative, and community computing needs as follows:

A. Supplies computing assistance for both instruction and research.

B. Provides computing facilities (including terminals) for problem solving, computer methods instruction, statistical applications, Computer Assisted Instruction (CAI), test scoring and analysis, and a variety of other uses.

C. Implements the administrative functions that can be served by automatic data processing, their integration being a primary objective.

D. Undertakes projects for community service when possible.

E. Relays to larger computers tasks exceeding the capacity of the college computers.

II Counseling Center (Morris Hall)

The Counseling Center exists to help students solve the various types of problems which confront them. Staffed by three fulltime counselors, the Center:

A. Interviews and counsels all students who seek help.

B. Maintains a psychiatric counseling service for the most emotionally disturbed cases.

C. Works with other members of the Dean of Students staff in organizing in-service programs on how to meet student needs in counseling.

III College Health Center

The Health Center aims:

A. To provide limited medical and nursing services for students.

B. To refer more serious cases to appropriate agencies.

IV Instructional Resources Center

The Instructional Resources Center offers the following communications media services:

A. Supports the instructional programs of the academic departments and assists faculty members in the development of new methods of instruction through research.

B. Assists teaching, research, administrative, and public-service activities throughout the campus.

C. Provides the traditional audiovisual aids, laboratories for graphics and photography, and facilities for producing and recording closed-circuit video-taped television programs.

D. Makes available faculty and staff to assist in preparing and presenting materials and to service the equipment.

E. Provides a number of lecture halls of various sizes for use by large groups; these halls are equipped with instructional aids and the facilities for televised instruction.

Note: Please see the IRC Handbook for Faculty for policies and procedures related to the use of IRC services and facilities.

V Library

As its part in the total life of the college, the library aims:

A. To secure materials to meet curricular, recreational and research needs of students and staff.

B. To facilitate independent use of library resources by making materials readily and easily available.

C. To help students acquire knowledge of specialized reference tools and develop skills in locating books and other materials to meet their own needs now and in the future.

D. To create an atmosphere conducive to good study habits and the love of reading.

E. To cultivate understanding and appreciation of the world and its cultural heritage.

F. To serve as a resource agency to Oneonta graduates and to local, community and area schools.

VI Statistics Laboratory and Calculator Carrels (Fitzelle 201)

The statistics laboratory (Room 201 in Fitzelle Hall) contains 26 calculators of various kinds and is primarily for class instruction. There are six carrels close by for individual work (including research).

Instructors wishing to meet classes in the laboratory or to use the laboratory with groups of students should make arrangements at least two days in advance with the Mathematics Department.

Any student or faculty member wishing to use the calculator carrels may obtain a key at either the Mathematics or Psychology Office. In case of conflict, the first person to a particular carrel has the right to use that carrel until he is finished. A copy of the regulations will accompany each issuance of a key. Unauthorized persons are not allowed in the statistics laboratory or any of the carrels. Failure to observe any of the regulations may result in the denial of the privilege to use the laboratory or carrels.

VII THEATERS

An arena theater and Goodrich Theater are located in the Fine Arts Building.

Reservations for the use of both Goodrich Theater and the Fine Arts Arena Theater are made with the Chairman of the Speech and Theater Department in FA 106. If supportive areas are needed, they must be specifically reserved; ex., Green Room, Ticket Office, Cloak Room, Dressing Rooms, Orchestra Pit, Control Booths, etc. Note that these reservations should be made well in advance. Do not conclude performance arrangements; do not sign contracts involving the use of Goodrich Theater and the Fine Arts Arena Theater; do not publicize activities for the Goodrich Theater until the space reservations have been approved in writing. A copy of the regulations for using the facility will be attached to the space reservation approval.

VIII THE CHARLES W. HUNT COLLEGE UNION

The College Union, located at the northeast end of the campus, is the focal point for college activities. Its purpose is to serve as the center of social, educational, cultural and recreational activities for the entire college community--students, faculty, administrators, and alumni.

Included in the Union's list of facilities is a 400 seat snack bar, numerous lounges, a 1200 seat multipurpose ballroom, the Coffee House, recreational areas, TV rooms, the Rathskeller, conference rooms, a craft shop, a sweet shoppe, private dining rooms, music listening rooms and many other facilities. Located on the main level of the Union is the Information Desk at which many services are available to the college community including duplicating services, poster making, activity reservations, hometown newspapers and other services. Located on the top floor are the offices of the professional staff of the Hunt Union and the student offices of the Activities Development Council. These students and faculty members are available to all college groups for consultation and advice in the planning of out of class activities.

The general building hours are:

Monday - Thursday	9:00 a.m. - 12:30 a.m.
Friday and Saturday	9:00 a.m. - 2:00 a.m.
Sunday	noon - midnight

RELATED AGENCIES

I The Alumni Association

The Alumni Association of the State Normal School and State University College at Oneonta was organized in 1892. It is composed of all graduates of the institution, whether of the two-year, three-year, or four-year programs. Members of the faculty are also members ex officio.

The Alumni Office is located in Old Main and is staffed by part-time help to keep up-to-date files on over 12,000 graduates.

A scholarship fund was established in 1957 to aid deserving students. This fund is supported by contributions and is administered by a committee composed of local alumni.

Alumni Weekend is held annually in May. Each year many former graduates return to campus for activities that include class reunions, luncheon, campus tours, and the annual meeting of the Alumni Association.

II Bugbee Foundation

The Percy I. Bugbee Foundation was established in the early 1920's for the purpose of serving as an agency to handle scholarships and other funds and to loan to students. A board of five administers the funds -- The President of the College, a representative of the Council, a representative elected annually by the Faculty and two representatives elected annually by the Alumni Association. Students wishing a loan may apply to the Financial Aid Office. Most loans are to upperclassmen and are for $200 or less.

III Credit Union

The Otsego County Civil Service Employees Federal Credit Union offers an opportunity to invest money and to borrow at reasonable rates. A person owning a minimum of one $5.00 share is entitled to borrow money after a two-month initial membership period.

For further information contact one of the following:

Mr. David Brenner, Ad 132
Mrs. Lois Brenner, Treasurer, 83 Ford Ave. - 432-1162
Mrs. Ellen Brown, Fitzelle 118
Mr. Edward Griesmer, Ad 121B
Mr. Kenneth Kellerhouse, Bugbee School, 208
Mrs. Anna Molloy, Home Ec 101
Mrs. Patricia Winsor, Ad. 106

IV Faculty Association

The Faculty Association of the State University College at Oneonta is a voluntary organization. The purpose of the association shall be to assume those appropriate social and professional responsibilities which its members shall designate. Membership is composed of those faculty members of SUCO who pay the designated annual dues. A minimum of two meetings are held each year. Many of the functions previously performed by the Faculty Professional and Social Activities Committee are now assumed by the Faculty Association of SUCO.

V Faculty-Student Association

The Faculty-Student Association is a non-profit membership corporation organized under the Laws of the State of New York. It was chartered in 1951. Its primary purpose is to carry on certain activities which are better done by this means than by standard State procedures. At the present time the corporation operates all food service on campus, the college store, and the college camp. It serves as a temporary depository for scholarships for students and may be used as a repository for gifts to the college. From time to time, it has been able to do other things for the benefit of the faculty and students. According to the rules of the State University it is not allowed to enter into any activities with the intent of making any sizeable profit. Small profits from one venture must be used to support others. The books of the corporation are audited annually by a firm of Certified Public Accountants and are also audited by the Controller's Office when the State accounts are audited.

A. Bookstore

The Bookstore is located in the basement of Schumacher Hall. Faculty members select the books to be used in their courses and submit order cards to the department chairman for transmittal to the bookstore manager.

B. Cashing checks

The College Bookstore will cash checks up to $25.00 because the Business Office is prevented by state regulations from cashing checks for staff members.

C. College Camp

The College Camp, owned by the Faculty-Student Association, is available to members of the faculty, their families, and guests. The site may be used for outdoor recreational activities including hiking, picknicking, swimming, skiing and overnight camping. For indoor activities the lodge provides two large recreation rooms, simple kitchen facilities and rest rooms. Details concerning registration, reservations, and regulations may be secured from the FSA Office in Old Main 104.

D. Food Service

Coffee Shops are maintained in Morris Hall, Fitzelle Hall and the College Union. In addition, meals can be obtained at Lee Hall, Mills Hall, Wilsbach Hall and the new dining hall. Faculty members who wish to arrange for luncheons or dinners for groups should contact the food service director, Mr. Robert Sloan.

VI United University Professions, Inc.

United University Professions is the collective bargaining agent for the teaching faculty and non-teaching professionals in the State University. UUP is affiliated nationally with the AFL-CIO and the NEA. The state-wide affiliation is with New York State United Teachers. Each campus within the University has a UUP chapter. For further information contact

Mr. Dennis Shea (Political Science Department), Chapter President

Ms. Mary Lou Wendel (Housing Office), Vice President and NTP Representative

Copies of the contract between the State of New York and UUP are available from these representatives or from the College Personnel Director.

VII The University Faculty Senate

The Senate is "the official agency through which the University Faculty engages in the governance of the University." Operating through a system of committees, the Senate aims to:

A. "Promote effective educational policies within the University."

B. "Improve terms and conditions of employment of the University's professional staff."

For further information see the 1973 Policies of the Board of Trustees, pp. 3-6 or consult the Faculty Senator, Dr. Harry Pence in PS 233.

PUBLICATIONS

I SUCO Bulletin

The SUCO Bulletin is the official publication of the college. It is published every Tuesday and Friday during the academic year. Deadlines for the submission of materials to the Office of Community Relations is 4:00 p.m. Friday for Tuesday's issue and 4:00 p.m. Wednesday for Friday's issue.

The following guidelines regulate the kind of material published in the Bulletin.

A. Official administrative notices.

B. Official notices from faculty committees, the presiding officer of the faculty, the faculty secretary, and the faculty senator.

C. Notices of research grants, fellowships, and exchange opportunities that are available to faculty members.

D. Notices of lectures, concerts, exhibits, and other cultural events, either on or off-campus, that might be of interest to faculty.

E. Notices of faculty publications, papers read at conferences, election to office in a professional organization, or other types of professional recognition. (Notice of attendance at professional meetings will not be published).

F. Notices of civil service examinations.

G. Notices of times and places of meetings of auxiliary organizations such as
  (1) recognized professional organizations (details of meetings must be published by the organization itself).

  (2) faculty wives

H. Notices about books and articles that might be of interest to faculty members.

II College Union Publication

Among the various publications prepared by the various Union Committees are States Dates and CUE. States Dates is a monthly calendar published by the Activity Development Council that features notices and publicity pertaining to all college activities. CUE (College Union Extra) is a day-by-day listing of activities, including all college activities, committee, club, and department meetings, etc. published weekly by the Office of the Director of the College Union. Appropriate deadlines for both publications are listed within each publication.

MISCELLANEOUS INFORMATION, POLICIES, AND PROCEDURES

Part VI

I CLERICAL AND DUPLICATING SERVICES

College equipment and college personnel may be used, to the extent that they are available and not currently being used to carry on the vital functions of the college, in the preparation and reproduction of faculty research, papers, creative productions, scholarly books and articles, and materials related to the faculty member's own educational program such as dissertation, thesis, and class papers. However, typing of dissertations and theses may not be done on state time by state employees or using state equipment.

However it must be understood that this service can be rendered only within the present budgetary and priority limits of the college. No additional money comes to the college as a result of this policy clarification, nor is there any uncommitted fund within the college; the money for this must come from the present department supplies and expense budgets which are meant to include such functions, if they are to be covered at all.

Accordingly all costs associated with the production of such services to faculty must be charged to their department, just as in the case of materials related to instruction. Individual departments may wish to establish their own priorities relative to what personal professional services they can render to their faculty without slighting other needs. Equipment and secretarial service directly assigned to a department is of course under the general supervision of the department chairman. In regard to faculty requisitions for work to be done by central duplicating, the signature of the department chairman will indicate his approval of the charge against the department budget for any work requested by an individual faculty member. This will enable the person held responsible for a particular budget to exercise prudent control of the encumbering and depletion of that budget.

A. Faculty use.

Items submitted to the Central Duplicating Service for reproduction should be submitted through the department chairman or the department secretary.

B. Organization Use.

It is important that organizations seeking designation as collective bargaining agent for employees of the college maintain independence of the college administration, which must assume the role of management in the event of the designation of a bargaining agent.

It is equally important that the college administration avoid giving any impression that it is subsidizing or unfairly supporting any such organization. Therefore, the following is stated as college policy:

No materials related to the designation of a bargaining agent or relating to bargaining matters will be reproduced on any college owned equipment or with the assistance, on college time, of any college employee.

II CONFERENCE ROOM RESERVATIONS

A. Administration Building. There are three conference rooms, and reservations should be made with the receptionist in the lobby.

B. Fitzelle Hall. There is one conference room and reservations should be made in Dr. Delaney's Office.

C. Fine Arts Building. There are three conference rooms. Reservations for the Art Department Conference Room should be made in Mr. Zimmerman's Office; for the Green Room in Dr. Elfenbein's Office; and for the Faculty Conference Room in Mr. Mazarak's Office.

D. Science I. There is one conference room and reservations should be made in Dr. New's Office.

E. Science II. There is one conference room and reservations should be made in the main office.

F. College Union. There are conference rooms and special purpose rooms in the Union and reservations should be made in the Office of the Director.

III EQUIPMENT AND FACILITIES

A. Moving Equipment

When any item of equipment is to be moved from one building to another or from one department to another, the "Equipment Movement Request" form must be submitted to the Office of the Facilities Program Coordinator. Movement of equipment within a department in the same building does not require this form.

The department submitting the Equipment Movement Request should keep the pink copy for their record and send the yellow and white copies to the Facilities Office. If the movement is approved, the Facilities Office will send the work order to have the move carried out.

Please try to locate a decal number on the item, preferably a new decal number on a metal tag. However, if this is not available indicate the number on the yellow decal and refer to it as an "old" decal number.

The above procedures must be followed. Custodial personnel will no longer accept verbal requests for movement of equipment except in situations as noted above (movement within a department in the same building).

B. Purchase of Equipment

Although the College usually has some funds available for emergency purchases of equipment, needs should be anticipated and included in the budget request. If a piece of desired equipment is not on State contract, special justification is required and there is no assurance that the Division of Audit and Control will approve it.

C. Facilities Changes

No structural changes in any facilities assigned to academic departments are to be made without the approval of the Vice-President for Academic Affairs.

Although minor alterations may be made out of current funds, minor and major rehabilitation projects must be included in the Capital Budget request and thus require approximately two years of lead time. In the case of major rehabilitation projects, usually planning money is appropriated one year and construction money the following year.

D. Building Managers

WILLIAM CARR X3173-Curtis Hall
Blodgett Hall
Curtis Hall
Grant Hall
Huntington Hall
Mac Duff Hall
Matteson Hall

LEONARD STALDER X2481-Hulbert Hall
Ford Hall
Hays Hall
Hulbert Hall
Sherman Hall

JOHN VAN DUSEN X2991-Golding Hall
Bacon-Denison
Golding Hall
Littell Hall
Morris Hall
Tobey Hall
Wilber Hall

BARRY GREEN X3588-P.E. Building
Home Ec.
Infirmary
Physical Education
Science I
Science II

JOSEPH KOSIER X3321-Home Ec Bldg.
Administration
Bugbee
Fine Arts
Fitzelle Hall
IRC
Library
Old Main
Hunt College Union
Schumacher Hall
All Trailers

IV IDENTIFICATION CARDS

Identification cards, showing the bearer's name, title or department, picture, and social security number are issued to all members of the faculty usually during the fall registration period. The primary purpose of these cards is that of signing out library materials, checking out equipment, and gaining admission to college events.

V KEYS FOR COLLEGE BUILDINGS

All requests for keys should be made on a Work Order form approved by the department chairman and submitted in duplicate to the Office of Physical Plant Director in Ad 138. A deposit of 50¢ is required on each key.

VI MAIL

A. Faculty Mail

All staff members are assigned mail boxes in Bugbee School, Old Main Building, Home Economics Building, Library, Science Buildings, Health and Physical Education Building, Fitzelle Hall, Fine Arts Building, and Administration and Faculty Office Building and Dorms, according to the staff member's place or work. Each Faculty member is urged to have personal mail sent to his home.

B. Intra-College Mail

Mail for another staff member should be placed in the "Intra-College Mailbox" slot of the Mail Room in the basement of the Administration Building. This mail is sorted continuously from 8:00 a.m. to 4:30 p.m. Please ask students to use this method when sending notes to faculty. Intra-College mail for all buildings other than the Administration Building is delivered at 9:15 a.m. and 1:30 p.m.

C. Accumulation of Outgoing Mail for State University Albany Office Only

In the interest of saving postage, the following system of transmitting mail going to the State University Offices in Albany should be followed: All First Class Mail addressed to anyone in the State University Central Office should be taken or sent to the Mail Room in the Administration Building by 3:00 p.m. to be included in one large envelope which will go forward in the 3:30 p.m. mail to the Albany State University Mail Room marked "For Distribution." All letters should be placed in an envelope marked "Distribution Mail" in the upper right corner of the envelope.

D. Outgoing U. S. Mail

Outgoing First Class U. S. Mail from the Administration Building should be deposited in the U. S. Mail slot to the right of the mail boxes. ALL FIRST CLASS U. S. mail from other buildings will be picked up at the same time the intra-college mail is picked up.

All outgoing U. S. Mail MUST HAVE the writer's NAME AND DEPARTMENT written on the envelope above the return address in order to be metered for college business. Bulk mailings and catalogs must be clearly marked and taken or sent to the Mail Room in the basement of the Administration Building. NO POSTAGE WILL BE PAID BY THE COLLEGE FOR PERSONAL MAIL.

VII NEW YORK STATE LEGAL NOTES

A. New York State Income Tax

State income taxes are deducted from the payroll the same as federal income taxes. State and County sales taxes in Otsego presently total six percent. New Faculty members should familiarize themselves with the New York State Income Tax Law.

B. New York State Voting Requirements

A person is eligible to vote if he is:

1. A citizen eighteen years of age.
2. An inhabitant of New York State for one year.
3. A resident of the county, city, or village for thirty days.
4. A resident of the election district for thirty days.

Permanent Personal Registration is now in effect in Otsego County. For further information on registration and elections contact the Office of Community Relations in Ad 306.

C. New York State Automobile Registration and Driver's License

New faculty members should be aware of a New York State Law which requires that one obtain a New York State driver's license and automobile registrations within 30 days after becoming a State resident. There is a Motor Vehicle Office in Oneonta in the Central Plaza Office Building, 125 Main Street.

VIII NOTARY PUBLIC

The following people are available for Notary Public service:

Mrs. Genevieve Bozanic, Administration 334, for general faculty, staff, and student loans.

Mrs. Elizabeth Brower, Financial Aids Office, Ad 114, for student loans.

Mrs. Elizabeth Jennings, Business Office, Ad 243, for Student Accounts, Power of Attorney, etc.

Mrs. Dawn Luzadis, Financial Aids Office, Ad 114, for student loans.

Mrs. Marianna Leib, Vice President's Office, Ad 340, for general faculty, staff, and student loans.

IX OBTAINING SUPPLIES AND EQUIPMENT

When an instructor needs supplies or equipment, he makes a request of his department chairman. If materials need to be purchased, the department chairman will follow procedures outlined in the Handbook for Department Chairmen.

X PARKING AND VEHICLE REGISTRATION

Parking and traffic regulations are established by a Parking and Traffic Commission. Security officers are responsible for enforcing the regulations and violators who receive tickets are fined and in some cases cars may be towed. Faculty and staff who feel aggrieved may appeal to the Appeals Board chaired by Mr. Daniel Larkin, Ad 234, Telephone 3326.

Faculty parking is provided in the parking lot across from the Administration Building and faculty and staff parking in the parking lot across from the Fine Arts Building. Additional parking spaces for both faculty and staff are provided at Old Main and in the vicinity of the Library and Morris Hall.

In all areas people are requested to park with due respect to the rights and privileges of others. For your convenience signs have been posted in all areas where parking is permitted. Please be guided by parking signs in all areas. In special cases faculty members may request of the Director of Security a reserved parking space near his office.

All faculty and staff are requested to register their license numbers in the Office of the Director of Security. In return they will receive a parking permit and number which permits the Security Staff to distinguish between faculty, staff, and student cars. When a car with a parking decal is traded, the decal should be destroyed.

XI PATENT AND COPYRIGHT POLICY

(See 1973 Policies of Board of Trustees, pp. 11-13).

XII PAYROLL INFORMATION

Paychecks are distributed every second Thursday. They may be sent directly to a bank for deposit or are sent to the department chairman for distribution to individual members of the department. Forms directing that pay checks be automatically deposited may be secured from the Payroll Office. When the college is not in session, checks are distributed from the Payroll Office in Ad 211.

Each faculty member must have a Social Security number. Each faculty member must join one of the retirement systems available: New York State Teachers' Retirement System (TRS), Teachers' Insurance and Annuity Association and the College Retirement Equities Fund (TIAA-CREF) or New York State Employees' Retirement System (ERS).

In order to be placed on the payroll, all faculty members are required to sign a Code of Ethics statement and the Oath to Support the Federal and State Constitutions. This Oath of Office Card must be signed by all new appointees before the payroll can be approved. Withholding Tax - W-4 Form, must be filled out by every employee and turned in to the Business Office, Payroll section. Any subsequent changes in family status and home address must also be reported promptly to the Payroll section in order that correct deductions can be made. This is used for both Federal and State deductions.

XIII JOINT SUCO ADMINISTRATION-SUCO-UUP POLICY ON PERSONNEL FILES

Parts A-E are taken directly from Article XXXII of the Contract with SPA. The last three paragraphs provide additional information.

A. Each college shall maintain an official personnel file for each employee who is subject to this Agreement. Such file shall contain copies of personnel transactions, official correspondence with the employee and evaluation reports prepared by the college.

B. The employee shall have the right to examine his official personnel file at any time during normal business hours and to file a statement in response to any item placed in his file, provided, however, any letters of recommendation solicited in connection with his employment shall not be available to that employee or his representative.

C. A designated member of SPA, having written authorization from the employee concerned, and in the presence of a representative of the University, may examine the official personnel file of that employee, except for the limitation provided above, if the examination relates to a filed grievance, a grievance in preparation, or written charge or charges preferred against the employee by the University.

D. Copies of materials in an employee's official personnel file shall be permitted for official University purposes, for use at formal proceedings or grievance reviews or for the express use of the individual employee, but shall not be permitted for any other purpose.

E. Unless prohibited by law, an employee shall be notified of any requests for access to his official file other than related to official University purposes.

The official file may be examined in the presence of a representative of the custodian during normal business hours. In the event of heavy demand it may be necessary to require advanced notification and appointment for this purpose.

Since in a few cases workload may have prevented the consolidation of all pertinent materials in the single official file, individuals examining their files will be notified of such additional materials not later than four working days after their examination of the official file. If their request affords time for the addition of such material prior to their examination of the file, this, of course, will be done in advance.

The official custodian for files of members of the negotiating unit is Mrs. Hilda Mercun, faculty personnel secretary, Room 304 (entrance by way of 301) Administration Building, Phone 431-2442.

XIV. RETIREMENT, SOCIAL SECURITY, LIFE INSURANCE, AND HOSPITALIZATION INSURANCE

A. Retirement and Social Security

Every teacher and administrator must join one of the three retirement programs available within 30 days of effective date of employment. They are the New York State Teachers' Retirement System (TRS); the New York State Employees' Retirement System (ERS); Teachers' Insurance and Annuity Association and the College Retirement Equities Fund (TIAA-CREF).

In addition all faculty and staff members contribute under the Social Security Act.

Having made a choice, a faculty member may not change from one retirement system to another while in the employ of State University. Information regarding these three plans is contained in booklets which all faculty receive when they are appointed.

B. Hospital and Health Insurance for Faculty

Two plans are available to all employees. The Statewide Plan and Group Health Insurance (GHI). Both plans consist of basic hospitalization through Blue Cross: in-hospital medical and surgical coverage and out-of-hospital medical and surgical coverage.

New employees are urged to give very careful consideration to the benefits and workings of the two plans before making any decisions.

A booklet, Health Insurance for New York State employees and employees of Local Subdivisions in New York, which all faculty members receive when appointed, contains basic information concerning these plans. Anyone wishing additional information or clarification of the booklet and plans, should contact Mr. Weber in the Personnel Office, Room 207 of the Administration Building (2509) or Mrs. Smith in the Payroll Office, Room 211 of the Administration Building (2504).

New employees are advised to take advantage of one of the two plans immediately upon joining the staff.

C. Group Life Insurance

Group Life Insurance is available through the Civil Service Employees Association. Premiums are paid through payroll deduction. Application forms are available in the Payroll Office.

D. Group Disability Insurance Program

The University through TIAA-CREF has made available a group disability insurance plan. All active full time professional staff members will be covered on the first day of the month coinciding with or next following completion of 3 years of full time service with State University within the past five years. If you are absent from work on the day you would otherwise become insured, you will become insured on the date you return to work. Detailed information on the plan can be found in the pamphlet "Group Disability Insurance Program for Professional Staff" or by contacting the Personnel Office, Room 207 Ad, telephone 2509.

XV STUDENT HELP AND TEMPORARY SERVICE FUNDS

A. Student Workers

Student workers are those students who are employed by the college on an hourly basis. These students are paid monthly from temporary service funds.

In order to hire a student worker, approval in advance in writing must be received from both the Department Chairman and the Business Office. Forms for this purpose are available in the Payroll Office, Room 211, of the Administration Building (2504).

If a faculty member makes a commitment to a student without the required written approval, he may be held personally responsible for the salary of the student in question.

It is the supervisor's responsibility to have the time sheets (available in the Payroll Office) in the Payroll Office the first day of the month following the month in which the students work. The time sheets must contain the legal signature (full name) in ink of both the students and the supervisor.

Failure to follow the above procedure will result in a delay of at least one month in payment to the student.

B. Civil Service Temporary Service Position

Civil Service Temporary Service position will not be approved unless such positions are available for appointment and have been approved in advance by both the Department of Civil Service and the Division of the Budget.

In order that requests can be acted upon by the two agencies involved, it is essential that the necessary forms be submitted sufficiently (5-6 weeks) in advance before appointment dates. In certain circumstances forms will have to be submitted even earlier. After the Civil Service has completed its classification of the position, the Division of the Budget must review it and issue necessary approvals.

No appointments in Temporary Service Positions can be made until written budget approval has been received. If you anticipate requiring any temporary service for Civil Service type positions, you should notify Mr. Weber in Ad 207 as soon as possible as to your needs so that the necessary approvals can be obtained. Pertinent information includes the number of positions required, the type of work to be performed, the period of time involved, and a justification of the need for the position.

C. Work-study Students

Each department is assigned a number of students who qualify for participation in the Work-study Program which is financed by a combination of federal and state funds. The department chairman is responsible for assigning duties to these students. Any faculty member to whom a work-study student is assigned is responsible for signing the student's time sheet, supervising his work, and making certain that the student works his allotted hours. Failure of a student to fulfill his obligation should be reported promptly to the Financial Aid Office Ad 114A. The student's time sheets should be sent in intra-college mail or taken by the instructor to Ad 239. Students are not to deliver these time sheets under any conditions.

D. Faculty members who wish to employ students for baby-sitting, cleaning, etc., should contact the Financial Aid Office in Ad 114A.

XVI TELEPHONE AND TELEGRAMS

Under the Centrex telephone system being used at the college, faculty members are responsible for all long distance calls charged to their office telephone number. You are requested to forward to your department chairman promptly on the 22nd of each month, a record of all toll calls made. This record should include the following:

RECORD OF TOLL CALLS MADE FROM PHONE NO. 431 ________

Period __/22/__ through __/21/__

Date	Call to (City & State)	Number Called	Party Called	Party Making Call	Chargeable to: (State or Personal Business)

After review of these records, the department chairman should forward them to the Switchboard Office prior to the end of the month.

Prior to the New York Telephone rate changes on December 2, 1973, it was sometimes an economic advantage to place calls Person-to-Person (rather than dialing direct and not being able to reach your party several times.) Direct Dial tolls were increased by about 7%. However, person-to-person, and other "operator-handled" call rates increased between 40% and 50%. If it is not necessary, please do not place your calls through an operator. Please use discretion when deciding whether or not to place a call person-to-person.

XVII TICKETS FOR CAMPUS ACTIVITIES

Faculty members may purchase one ticket for athletic contests, College Union Programs, and Mask and Hammer productions at the student price and one at the regular price during the last two-thirds of the period of ticket sales.